

Slough Aspire CIC

Aspire Centre
350 Edinburgh Avenue
Slough Trading Estate
Slough, SL1 4TU
☎ 01753 530146
💻 www.sloughaspire.com



Please complete and return this form by email to bookings@sloughaspire.com

By returning this booking form you hereby agree to abide by the terms and conditions outlined in the Slough Aspire Hiring Guide provided with this form. Please note that, by submitting this form you are agreeing for us to contact you. To request a copy of our revised Privacy Policy please write to info@sloughaspire.com.

Booking information

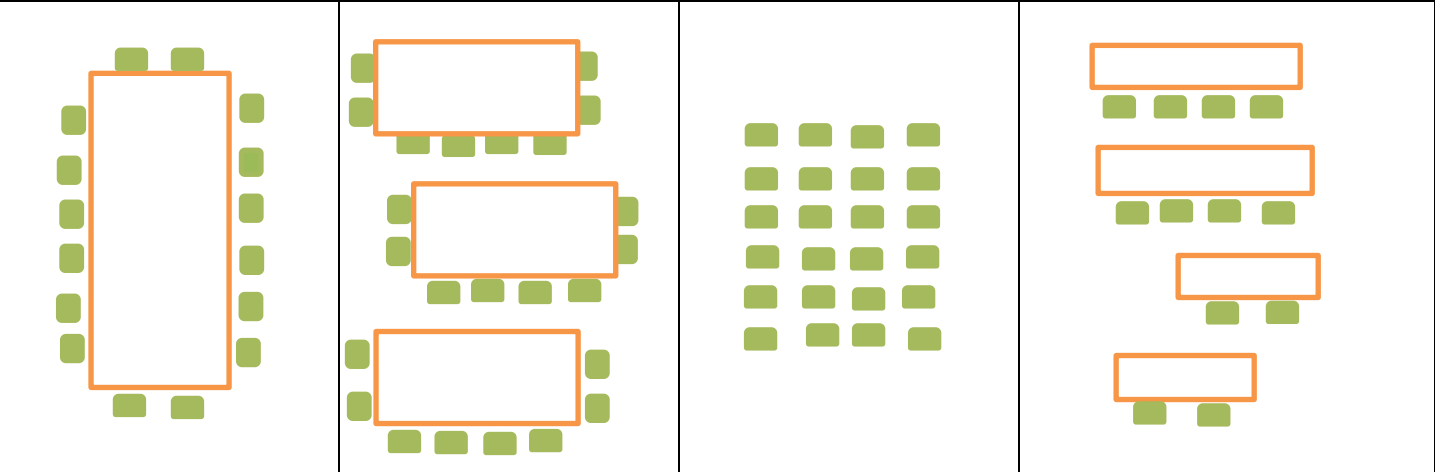
Company			
Address			
Contact name		Position	
Telephone		Email	
Invoicing contact name			
Invoicing contact number/email address			
How did you hear about us?			
Would you be happy for us to refer to your booking on our Social Media?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Event details

Date			
Times	Setting up time		
	Start time		
	End time		
On-the-day contact name (if different)			
On-the-day contact number			
Expected attendees			
Event type <i>(Please select)</i>			
Meeting		Group Presentation	
Networking		Awards Ceremony	
Training		School Event	
Other (please specify)			

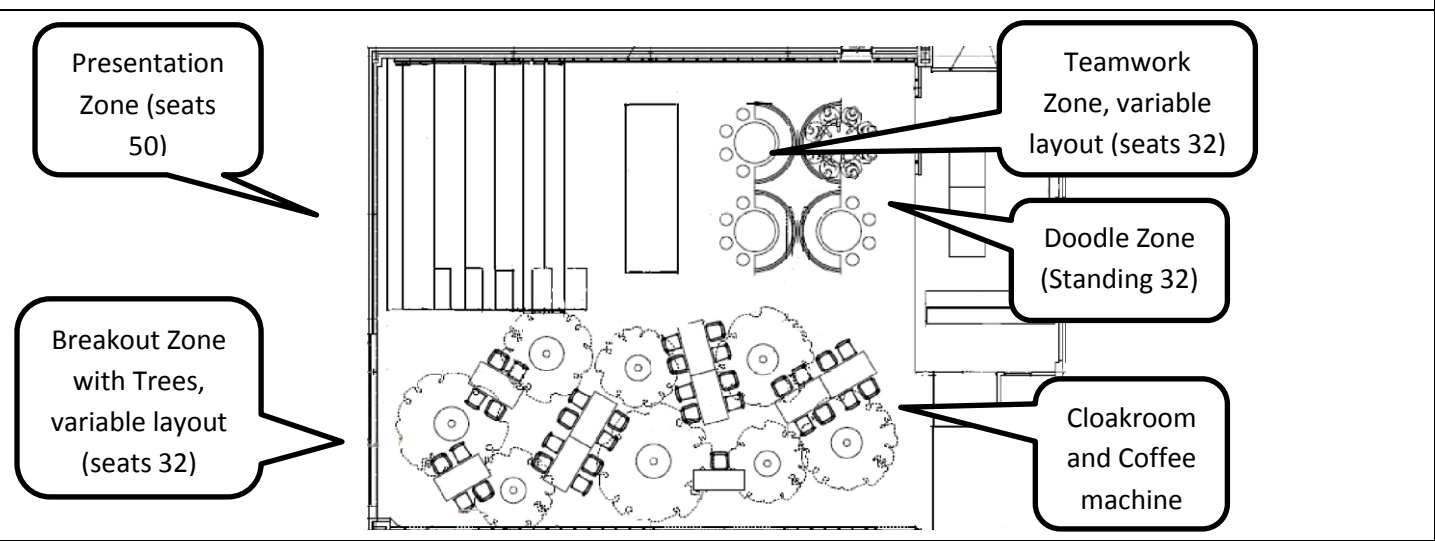
Please note parking at Slough Aspire is very limited but visitors can use the free parking just minutes away at **Malton Avenue** car park.

Training room (£25 per hour – minimum hire period charged in hourly units) Please tick...



Boardroom (Seats 16)	<input type="checkbox"/>	Split (Seats up to 24)	<input type="checkbox"/>	Theatre (Seats up to 24)	<input type="checkbox"/>	Classroom (Seats 14)	<input type="checkbox"/>
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Main Space (£50 per hour – minimum hire period charged in hourly units)



We recommend visiting the centre to discuss your preferred layout for the main space

<i>Additional resources (Please state number required)</i>			
Stationery Pack (£5 per head) 1 A4 pad 1 pen 1 pad of sticky notes 1 highlighter		Flipchart Pack (£10 per day) 1 flipchart 1 flipchart pad 1 pack of markers	
IT Pack (£10 per hour) 8 laptops 6 tablets		Use of 1 Laptop (£3 per hour)	
Refreshments Pack (£1.50 per head/4 hours) Tea/Coffee/Water		Catering <i>Menu will be provided by return</i> NB: Orders required no later than 36hrs prior to event	

Delegate Rate: Slough Aspire also offers day-delegate rates on room bookings for ten or more delegates at £40/person which includes room hire, training room stationery, delegate packs, a sandwich buffet lunch and refreshments. Please contact us on bookings@sloughaspire.com if you would like to have more information about this service.

We will keep this data contained within this form for a year from date of the booking for financial processing