



Mbl: 07562 467356
Email: office@thearccommunityhub.org.uk
Web: <http://thearccommunityhub.org.uk/>
22 Knox Road
Loughborough LE11 2UP

Expression of Interest

We have published the following information on the 'Room Hire' page on the website www.thearccommunityhub.org.uk for more information:

- Hire costs
- Draft Booking Form
- Draft Standard Conditions of Hire

It would really help our plans if you would kindly answer the following questions and email them to us at office@thearccommunityhub.org.uk.

Please add our email address to your contacts to ensure that you receive emails from us.

Name of Contact 1: _____

Name of Contact 2: _____

Address:

Email: _____

Tel. No _____

The Arc Community Hub

1. Reason for room hire? *(Type of activity; Private party/tea dance/martial arts group)*

2. Who is this aimed at? *(Paying customers/local residents/invited guests)*

3. Type of booking? *(Business hire/not for profit group run by volunteers/private party)*

4. Existing or new group? *(If existing where you already operate)*

5. Which room(s) do you wish to book? *(If you are flexible, please list options)*

6. How many people would be attending? *(Please give approximate number if unknown)*

7. Preferred Days and Times? *(If you are flexible, please list options)*

8. Would this be a reoccurring booking? *(How often would you like to run and over what time period?)*

(Please note we only book one term at a time, to ensure we have flexibility for our charitable work. However you are encouraged to tell us if you want a longer-term booking so that we can consider that for our planning. E.g. once a week, every week except school holidays, ongoing.)

9. Additional Comments (please give as much detail as possible to assist us)

Thank you for interest in The Arc Community Hub. Please email this completed form to office@thearccommunityhub.org.uk.