

Oasis Family Centre

and other Centre facilities – “SCF’s mission in the Community”

SEMINAR / CONFERENCE BOOKING FORM

Details of the Conference or Seminar	
Day and Date requested	
Times requested	From: _____ to: _____
Purpose of the Conference or Seminar	
Approximate number of attendees	
Any disability conditions for us to note	
Organisers Details	
Organiser or the group or organisation	Name _____ Position _____
Mailing address for correspondence / invoice	
Contact telephone	
Contact email address	
Facilities requested	Rooms Requested
Tea's / Coffee's	Oasis Family Centre ** lower ground floor (maximum capacity 24 children with 30 adults)
An external caterer	
Data projector	Main Hall ** 1 st floor (maximum capacity 160 adults/children)
Overhead projector	
Projector Screen	** Please note the OFC and the Centre's Main Hall are accessible by lift from the pavement level entrance to the building.
Flip chart (s)	Coffee Lounge – 2 nd floor (maximum capacity 40 adults/children) Overspill area can seat a further 15
Any other equipment	
Use of main hall PA	Training Room – 2 nd floor (maximum capacity 12)
CD Payer	
<p>Donations and payments are called for by Trustees to help with Centre running costs. Cheques should be make payable to “Scarborough Christian Fellowship” BACS Payments can be made to “Scarborough Christian Fellowship Reg Charity 251549” via the HSBC Bank 33 St Nicholas Street, Scarborough, YO11 2HN. Sort: 40-40-22. Acc 01323334 Please complete and return this form with your deposit to: Jenny Parkins, OFC Programme Admin, Scarborough Christian Centre, Castle Road / Oxford Street, Scarborough YO11 1XE</p>	

I confirm my/our request for Conference / Seminar Accommodation as noted above _____ Signed _____

Fees agreed

Please PRINT name _____

Date _____

Thank you for your booking and support.