A logo for a coffee shop

Description automatically generated

FLY CUP ENTERPRISES LTD MEETING ROOM BOOKING SHEET – 2025

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| --- | --- | --- | --- |
| **CUSTOMER DETAILS** | | | |
| **Required Day:** |  | **Company and**  **Contact Name:** |  |
| **Required Date:** |  |
| **Access time (to include your personal set up):** |  |
| **Finish Time:** |  | **Telephone No:** |  |
| **Layout required:**  Café style  Theatre  Any other |  |
| **Charity Number if applicable:** |  |
| **Equipment required:** screen, flip chart etc |  | **Email**  **Invoice address:** |  |
| **Another invoice address:** |  |
| **Number of covers:** |  |
| **Do you require Catering – if so, what time would you want it served?**  **Please complete the function order sheet and detail any special requirements.** | | | |

**Cancellation policy –**

**Room bookings, with or without catering** – If the customer requests cancellation of their contract 2 working days or less before the date of the booking, they will be invoiced for 50% of cost of the meeting room hire. Cancellation within 48h will be charged at 100% all cancellations must be in writing to [admin@flycup.org](mailto:admin@flycup.org)

**\*\*PLEASE NOTE: There will be a 5% increase in room charges and food costs from 1st March 2025\*\***