



Bolton Literacy Trust
 Great Lever Family Learning Centre
 Block H of ESSA Academy,
 Lever Edge Lane
 Bolton
 BL3 3HH
 (accessed via gates on Woodvale Avenue)

If you would like to book a room for a meeting or event at the Great Lever Family Learning Centre, please complete the form below and return to the above address. Please see over for the terms and conditions of hire. Thank you.

BOOKING FORM – Room Hire

Date required	
Contact name, tel no. & email address	
Organisation name & address	
Type of event	
Times required	
Cost (please see overleaf)	
Room required	Room 1 Family room Classroom
Approx no. of attendees	
Room layout	
Equipment	Laptop, projector & screen Flipchart & pens TV & DVD
Are you ordering catering for this event?	

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FOR INTERNAL USE ONLY

- € In diary
- € Confirmed to hirer
- € Invoice raised (Invoice No.)
- € Invoice paid



**TERMS AND CONDITIONS OF HIRE OF FACILITIES
AT THE GREAT LEVER FAMILY LEARNING CENTRE,
LEVER EDGE LANE, BOLTON BL3 3HH**

1. A completed booking form must be completed.
2. Bolton Literacy Trust reserves the right to cancel any booking due to reasons beyond its control; in these circumstances, a full refund will be given.
3. The Great Lever Family Learning Centre has a no smoking policy.
4. Invoices must be paid within 14 days of receipt.
5. Bolton Literacy Trust takes no responsibility for personal possessions brought in or left on the premises.

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The cost to hire a room at the Centre is £40 per half day or £12.50 per hour. Tea/coffee/squash is included in this rate.

The centre is fully accessible to all members of the community.

There are approximately 15 car parking spaces directly outside the centre.

A map and full directions to the Family Learning Centre can be found on our website, www.boltonliteracytrust.org.uk.

Buses 570, 571 or 572 will take you to Lever Edge Lane, get off at the stop nearest to Maher's hardware shop and follow road signs to Great Lever Family Learning Centre (approx. 3 minutes' walk)

For further information, please contact Sue Hoey, BLT Manager, at the above address, by email at sue.hoey@boltonliteracytrust.org.uk, or by telephoning 01204 332760.