

# GLO Centre Booking Form



GLO Centre  
78 Muir Street  
MOTHERWELL  
ML1 1BN

Tel: 01698 263483  
Fax: 01698 275418

Email: [bookings@glo-europe.org](mailto:bookings@glo-europe.org)

## Please Note

- 1) The GLO Centre is designated an unlicensed and non-smoking area.
- 2) INSURANCE – GLO has Public Liability cover for claims due to it's own negligence. This does NOT cover negligence on the part of the hirer.
- 3) No food or drink is permitted in the Auditorium.
- 4) For events out with office hours, attendance by a member of GLO Staff is necessary. There will be a 4-hour standard charge of £20; over 4-hours there will be an additional charge of £5 per hour.
- 5) A non-refundable deposit of 25% is required to confirm your booking. (Bookings cancelled within a month of the event will be subject to a further 25% cancellation fee.)

Please detach the form  
And return to:

Anna Pinney  
Bookings Co-ordinator

At the GLO Centre

Group / Organisation: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Registered Charity number (where applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Hire: \_\_\_\_\_ Times: \_\_\_\_\_

Time access required before / after event: \_\_\_\_\_

Auditorium

Rotunda

Adjoining Kitchen

Committee Room

Tilsley College Hall

Adjoining Kitchen

Lecture Room

OHP & Screen

Flip Chart

Microphone(s)

Lectern

Tables

Description of your required Layout of Room(s):

Number of seats required:

Number of tables required:

Catering Arrangements (please give details of your requirements, including timings and number of people)

Other Comments / Requirements

We enclose a deposit of \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

