



120 Tavistock St., Bedford, MK40 2SA
 Telephone: 01234 360388
 Email: enquiries@bedfordopendoor.org.uk

Hire of Rooms (£ per hour)

Room		Business/ Commercial	Charities/Voluntary & Private counsellors	
Counselling Rooms	*1	10.00	8.00	
Smaller Meeting Room	*1	12.00	9.50	
Meeting/Training Room		14.00	10.00	
For this room:				
Use of Flipchart		3.00	2.00	*2
Use of Laptop/Projector		5.00	3.00	*2

*1 Beverage making facilities are available in the Kitchen on the ground floor.

*2 cost per booking

Bookings can be made by telephone to the Project Administrator, Bedford Open Door office. Opening times Mon-Thurs 10:00 am to 2:00 pm. Alternatively requests can be emailed to: enquiries@bedfordopendoor.org.uk **Counselling Rooms**

There is a choice of counselling rooms of varying size. They hold up to 3 people (4 people in some rooms)



Smaller Meeting Room

for up to 10 or 12 people.



Meeting/Training Room

This holds up to 16 people sat at tables or 20 people without tables.

The Tables can be configured in many ways and a whiteboard is available.

Beverages can be prepared in the room and a small fridge is available for storing milk etc.



Disabled Access

There is disabled access to the building via a ramp, and a disabled toilet.

We only have the one counselling room on the ground floor and we do not have a lift.

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enquiries@bedfordopendoor.org.uk

Room Hire Booking Form

Name:	
Address:	
Email Address:	
Organization:	
Postcode:	
Contact Number(s):	
Room Required:	Counselling / Small Meeting / Large Meeting
Number Attending:	
Time of Meeting:	am/pm
Date of Meeting:	/ /201__
Duration:	(hours)
Do You Require Disabled Access?	Y / N

Please ensure all 12 highlighted boxes are completed fully.

Any Other Comments?