



E S P R E S S O

Booking Request Form

Please complete the information below as thoroughly as possible to allow us to consider your booking. Once completed, please send to info@message.org.uk

Your Details	
Name	
Phone number	
Email address	
Organisation name	
Organisation website	
Charity registration number (if relevant)	

Event Details	
Name of Event and brief purpose	
Requested Date & Time	
Is it a one-off or regular booking?	
How many people are expected?	
What space is needed? Meeting Room Lounge Area	

Equipment and facilities request	
Any equipment needed? e.g. access to kitchen (evenings only)	
Will you also be booking Neal Street Espresso refreshment service?	

What do you consider your event to be?			
Message Event		Message Partnership	Third Party Event
Do you have a connection to Neal Street Espresso / The Message Trust? If yes, please explain or name contact.			