



17 Busby Place, London NW5 2SP
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KTCC Hire Form

Name of Hirer:

Organisation / Business name (if applicable):

Email address:

Phone Number:

Are you an (please select most appropriate):

Individual Charity / Voluntary Organisation Business / Commercial

Room Requested:

Date of hire:

Start and end time of hire (this must include all set up and pack down times):

Is this a one off or regular booking:

Number of attendees:

Purpose of hire:

Equipment needed from KTCC (e.g. chairs, tables, projector, speaker etc):