

# Booking a venue script



**Staff member:**

Good afternoon, this is venue X, how may I help you?

**Peer support group facilitator:**

Hello, I'm interested in booking a room for ten autistic adults.



**Staff member:**

We have a function room available, would that be suitable?

**Peer support group facilitator:**

Yes maybe. How much does the room cost?  
Also, would it be available on Friday 1 April 2022 from 12pm until 4pm, please?



**Staff member:**

The room is available on that day and time, and the cost is £50. This will include free tea and coffee making facilities. Is this ok?

**Peer support group facilitator:**

Can I check whether the room has wheelchair access and is there a quiet space available near the room?





**Staff member:**

The room is on the ground floor and there is a screened area available at the back of the room.

**Peer support group facilitator:**

Thank you, I accept. Please email me the booking information and the receipt (group facilitator gives name and e-mail address).



**Staff member:**

The receipt is on its way, we look forward to welcoming your group.

**Peer support group facilitator:**

Thank you, see you on Friday 1 April at 12pm.

