



ROOM HIRE BOOKING FORM / AGREEMENT

Contact Name: _____

Job Title: _____

Organisation: _____

Address: _____

Tel: _____

Email: _____

EVENT DETAILS

Event date: _____ No. of delegates: _____

Event name: _____

Start/finish times: Start time: _____ Finish time: _____

REFRESHMENTS

On arrival:	Tea and coffee	<input type="checkbox"/>	Time required:	N/A <input type="checkbox"/>
	Tea, coffee and biscuits	<input type="checkbox"/>		
Mid morning:	Tea and coffee	<input type="checkbox"/>	Time required:	N/A <input type="checkbox"/>
	Tea, coffee and biscuits	<input type="checkbox"/>		
Lunch:	Menu choice	<input type="checkbox"/>	Time required:	N/A <input type="checkbox"/>
Afternoon:	Tea and coffee	<input type="checkbox"/>	Time required:	N/A <input type="checkbox"/>
	Tea, coffee and biscuits	<input type="checkbox"/>		

Any special requirements / diets: _____

Jugs of water will be available throughout your meeting. If you require bottled water, please let us know, we can supply this at an extra charge.

ROOM LAYOUT

Boardroom	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>
U shape with tables	<input type="checkbox"/>	U shape without tables	<input type="checkbox"/>	Interview	<input type="checkbox"/>

EQUIPMENT

Projector	<input type="checkbox"/>	Lap top	<input type="checkbox"/>	Flip charts & pens	<input type="checkbox"/>
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Other (please specify) _____

I agree to the terms and conditions supplied with this booking form.

Signed: _____ Date: _____

Name: _____

Position: _____

Please return to: