

MEETING ROOM BOOKING FORM

Booking by:

Address:

.....

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Telephone:

Date required:

Purpose:

No. of people:

Start time:

End time:

Equipment required:

Room style: Boardroom/Theatre/Horse shoe

Lunch required: YES/NO For how many people:

Dietary requirements: Meat/Vegetarian/Both

Please enter which refreshments are required and at what time:

Time	Drinks (please tick)	Food (please tick)

Please send the completed booking form to Tracy Litchfield

Invoices

An invoice will be sent to you shortly after the date of hire.

Cancellation

Fourteen days notice required should you cancel the booking of the room. A £10 cancellation fee will be charged if you do not give 14 days notice.

Refreshments

Tea, coffee and biscuits are included in the price of the room hire and will be served in the room.

Lunch

Lunch can be provided at a cost of £5 per head.

Equipment

Use of an OHP and flipchart stand/whiteboard are included in the price of the room hire. Please discuss with Tracy Litchfield should you have any other equipment requirements.

Ceiling Mounted Projector

We can provide the use of a ceiling mounted projector and laptop at a cost (see flyer).

Car Parking

We have 5 allocated parking spaces located in the River Garden entrance car park. If these are full you can park in any other space that does not have a Company sign displayed. Otherwise, there is a pay and display car park further along near the River Gardens.

Further Assistance

For any other requirements you may have on the day of your booking Reception staff will be pleased to help you.