



## Room Booking Form

### Your Details

Name of Organisation	
Representatives Name	
Telephone Number	
Your Reference/Purchase Order No.	
Invoice Address & Postcode	
Email Address	

### Event Details

Date of Event	
Event Start Time	
Event Finish Time	
Description of Event	

### Room Required & Number of People

Meeting Room 1 (Max 20 people)		Meeting Room 2 (Max 50 people)	
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## Refreshment Requirements

Refreshments	Price	Number Required
Tea, Coffee, Cold Water	Free	
Fresh Orange Juice	£4 per jug	
Biscuit Selection	£0.50 per person	
Cake Selection	£1.00 per person	
Light Lunch Buffet (Cold)	P.O.A.	
Lunch Buffet (Hot)	P.O.A.	
Other - Please give details		

## Equipment Requirements

Equipment	Price	Required: Yes/No
Whiteboard	Free	
Projector	£20.00	
Wifi Connection	Free	
Flipchart	£10.00	

## Declaration

I have read and agree to the terms and conditions of hire

Signature	
Print Name	
Date	