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| **Meeting Room Booking Form** |

Rooms are available to hire Monday to Friday 9.30am to 4.30pm (For an earlier start or later finish, contact us to discuss)

All invoices will be sent out via email. If you wish to receive a paper copy, please state in the special requirements box below.

New customers will be asked to pay a deposit of 50% of room hire costs, prior to the booking date.

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| **Contact Name** |  | **Reg. Charity No.** |  |

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| **Organisation** |  |

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| **Job title** |  | | | | |
| **Organisation Address**  **(Full address including postcode)** |  | | | | |
| **Telephone** |  | **Mobile** |  | | |
| **Email address of Main contact** |  | | | | |
| **Email address to send invoice** |  | | | | |
| **Date Required** |  | | | | | |
| **Times Required**  Available 9.30am– 4.30pm  If you wish to arrive earlier than the time stated, please let us know. |  | | | **No. of Hours** |  | |
| **Number of People**  **Max: 18** (board room seat  ing) **16** (class room seating) |  | | | | | |
| **Purpose of meeting** |  | | | | | |
| **How did you hear about us?** |  | | | | | |

**Other Requirements**:

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| **Tea, Coffee & Biscuits** |  | **Disabled parking space** |  |
| **Screen & Projector** | Please bring own laptop | **Wifi** – ***Please make sure Anti-Virus is up to date on your laptop before you arrive.*** |  |
| **Flip Chart** |  | **Juice** |  |

**Any other Special requirements:**

Booking subject to the terms as agreed in writing

**Please note: we will require three working days’ notice of any cancellation**

If not, we may charge the full cost of hire. Please check you have an up to date price list when booking. Please return the completed booking from to [ingrid.dossantos@hertscf.org.uk](mailto:ingrid.dossantos@hertscf.org.uk) or [office@hertscf.org.uk](mailto:office@hertscf.org.uk)

**Any alterations must be requested via email**

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