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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.**

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

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| --- | --- |
| **Organisation** |  |

|  |  |
| --- | --- |
| **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– 4.30pmIf you wish to arrive earlier than the time stated, please let us know. |  | **No. of Hours** |  |
| **Number of People****Max: 18** (board room seating) **16** (class room seating) |  |
| **Purpose of meeting** |  |
| **How did you hear about us?** |  |

**Other Requirements**:

|  |  |  |  |
| --- | --- | --- | --- |
| **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