

ROOM BOOKING FORM

CUSTOMER DETAILS	Name	Email	Phone
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Room Required	Small Meeting Room <input type="checkbox"/>	Training Room <input type="checkbox"/>				
CHARGE Please circle	<i>Duration</i>	<i>Int</i>	<i>Ext</i>	<i>Duration</i>	<i>Int</i>	<i>Ext</i>
	Hour	£10	£20	Hour	£20	£25
	½ day	£20	£30	½ day	£30	£40
	Full Day	£40	£50	Full Day	£60	£70
DATE						
TIME :	START			END		

CATERING ARRANGEMENTS		
Number of participants		
Arrival time £5	Tea and Coffee Urn Y N	Biscuits Y N
Mid-morning break time £5	Tea and Coffee Urn Y N	Biscuits Y N
Lunch time £5	Tea and Coffee Urn Y N	Biscuits Y N
Afternoon break time £5	Tea and Coffee Urn Y N	Biscuits Y N
Special dietary requirements? (72 hours' notice required)	Vegetarian? Number:..... Celiac? Number:.....	Gluten free? Number : Vegan? Number:.....
Catered buffet lunch brought to training room ? Cost per head? £4 £5 £6 £7	Participants will make their way to the café to purchase their lunches. Available Tues-Sat 10am -3pm	Participants will bring their own lunch /eat off site

LAYOUT (TRAINNG ROOM ONLY)	Boardroom <input type="checkbox"/>	Separate group tables (up to 6) <input type="checkbox"/>	Theatre <input type="checkbox"/>
Other requirements :	Laptop <input type="checkbox"/>	Projector <input type="checkbox"/>	

LONG TERM & REPEAT ROOM BOOKINGS	DAY (S)	TIMES
START DATE		END DATE (if agreed)

TOTAL COST	BACS PAYMENT <input type="checkbox"/>	INVOICE <input type="checkbox"/>	CASH <input type="checkbox"/>
£.....	Sort code 40-12-35 a/c 2150 2999	ADDRESS:.....	

