

## MEETING ROOM BOOKING CONFIRMATION

### Company Details

Company Name			
Address			
Telephone	Fax	-	
Contact Name	Email		
Invoice address (if different)			
Signed	I have read and accept the terms and conditions overleaf.		Date

### Booking Details

Date/s of Hire	Times Required	No. of attendees	
Layout Required (i.e. theatre style)			
<b>ROOM HIRE</b> (please tick appropriate box ✓)			
	Hourly Rate	Half-day (4 hrs)	Full day (8 hrs)
<b>Meeting Room</b>	£25	£100	£150
<b>EQUIPMENT HIRE - please tick as required</b>			✓
Display Board	Complimentary		FOC
Flip Chart	Complimentary		FOC
47" LCD Screen & Internet Connection	£15 per day for both		
Do you wish to use an Internet connection?	Yes / No		
Sub total			No VAT
<b>Total</b>			

### Refreshments & Catering

(These will be invoiced after the event)		<b>Cost per unit</b>	<b>Time/s Required</b>	<b>No of units</b>	<b>Total cost</b>
Refreshments	Coffee	£5.00	(Up to 8 cups)		
	Tea	£5.00	(Up to 8 cups)		
	Water machine	FOC			
	Orange juice	£0.50	(per glass)		
Catering					
(if you require information regarding catering, please contact us to discuss)				Sub total	No VAT
				<b>Total</b>	