

ROOM HIRE BOOKING FORM

Company Information

Company Name

Contact Name

Contact Number

Email Address

PO Number

Invoice Address

Event Information

Name of event

Date

Number of delegates

Start time

Finish time

Room layout – please tick required items

Ushaped/Horseshoe

Boardroom

Theatre

Other – please specify

Equipment required

Flipchart & Pens

Registration Table

Equipment

Support

Will you bringing pull/pop up banners?

Yes

No

Any other requirements?

Food & refreshments *please specify numbers required*

Refreshments

Tea, Coffee & Biscuits

Breakfast

Bacon Barm

Sausage Barm

Pastries

Fruit

Juice

Any special dietary requirements

Lunch

Sandwiches/Wraps/Thins

Crisps

Savouries

Fruit

Cake

Any special dietary requirements