

Name of organisation

Address

Telephone

E-mail

Booking date(s)

Room layout – Large Conference Room

Boardroom (max 16 people)

Theatre (max 50 people)

Class room style (max 32)

Equipment Required

OHP

Laptop

TV & Video

DVD Player

Slide Projector

Laptop/Digital Projector (please note that our laptops have no floppy disk drive)

Flip Chart

Photocopying is available at 20p per sheet

Catering

Time – Please be as accurate as possible with break/lunch times to avoid confusion on the day, thank you

Tea/Coffee on arrival

Morning break

Lunch (please state menu choice)

Special dietary requirements (please state)

Afternoon break

Access Requirements

Disable parking space(s)

Induction loop

Any other requirements