

ROOM HIRE BOOKING FORM		
Company Information		Equipment required
Company Name		
		Flipchart & Pens Registration Table
Contact Name		Equipment Support
Contact Number		Will you bringing pull/pop up banners?
Email Address		Yes No
Email Fidules		Any other requirements?
PO Number		
		Food & refreshments please specify numbers required
Invoice Address		Refreshments
		Tea, Coffee & Biscuits
		Breakfast
		Bacon Barm Sausage Barm
Event Information		Pastries Fruit
Name of event		Juice
Date	Number of delegates	Any special dietary requirements
Date	Trainser of delegates	7 tily special aletary requirements
Start time	Finish time	_
		Lunch
Room layout – please tick required items		Sandwiches/Wraps/Thins Crisps
Toom layout — pieuse tick requireu iteriis		Savouries
Ushaped/Horsesh	noe Boardroom	Cake
Theatre		Any special dietary requirements
Other – please specify		