

Room Hire Booking Form

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| About the Organisation  |  |
| Business Name  |  |
| Address |  |
| Email to send invoice  |  |
| Purchase order number if needed  |  |
| Is the organisation an Essential Subscriber?  | Yes [ ]  No [ ]  |

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| About the Organiser  |  |
| Full Name |  |
| Primary Contact Number  |  |
| Please provide a secondary contact number in case of emergency  |  |
| Email  |  |

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| About The Booking Please note: Unlimited Tea/Coffee/Herbal Tea/Biscuits are a package with all bookings at £2 per head) |
| Date of Booking  |  |
| Time required  |  |
| Room Required  | Hunslet max 30 delegates [ ] Chapeltown max 16 delegates [ ] Armley max 12 delegates [ ] Atrium (information available upon request) [ ]  |
| Number of Delegates  |  |
| Purpose of Hire  |  |
| Room set-up required  | U-Shape [ ]  Cabaret ☐[ ]  Boardroom [ ] Classroom [ ]  Theatre [ ]  Other [ ]   |
|  | Please provide information if you have picked Other:  |

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| Additional resources  |  |
| Flip Chart stand (free) [ ]  |
| Flip Chart paper/pens £3 [ ]  |
| Do you require support setting up IT equipment?  |  |
| Do you require blended meeting facilities to be set up? |  |
| Which laptop model (e.i Mac/Windows) do you plan to use for the meeting & has this passed a Portable Appliance Testing (PAT) test?  |  |

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| Catering (Minimum order 10 people) |
| Information available upon request  |
| Lunch required: |  |  |
| Additional Dietary Requirements  |  |
| Time lunch is required  |  |
| Organisers Signature I hereby apply for the room hire services at Voluntary Action Leeds and I agree to the terms and conditions  |  |
| Date  |  |

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| OFFICE USE ONLY  |  |
| Name of Organisation  |  |
| Number of Attendees  |  |
| Cost of Room  | £ |
| Cost of Flip Chart & Pens  | £ |
| Cost of Tea/Coffee/Biscuits per head  | £ |
| Total cost of Lunch  | £ |
| Total Cost for Room Hire  | £ +VAT |
| Authorised by Manager |  | Signed |  | Date  |  |