A picture containing text

Description automatically generated

Room Hire Booking Form

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

|  |  |
| --- | --- |
| 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 |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |  |