

PRACTICAL ARRANGEMENTS FORM

Organisation or group leader:

Type of event:

Date of hire:

Room required:

Number attending:

Time required:

PLEASE ALLOW FOR SET UP & CLEAR UP TIME

Room layout

If you have any specific room lay-out requirements please provide us with a simple diagram in the box provided on the right and we will do our best to accommodate you.

Number of chairs:

Number of tables:

Data projector (£10 per session)

CD/DVD/Blu-ray player (£5 per session)

Flip-chart pad (£5 each)

Refreshments:

Tea and coffee
(50p per head)

Mineral water
(£1.50 per bottle)

Orange or apple juice
(£1.50 per litre)

Please note that we reserve the right to provide all refreshments. We can also recommend caterers for meals, parties and conference food. Please ask for details.