

Organisation:

Name of organiser:

Venue required (Please ✓):

TV Room	
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Party Room	
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Date(s) required:

Date                      Start Time                      Finish Time                      Number of People

Equipment required (Please ✓):

Laptop Projector	
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OHP Projector	
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OHP Screen	
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Flip Chart	
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Refreshments required:

Room hire charge per date	£		Equipment hire charge per date	£		Refreshment charge per date	£	
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50% Room hire deposit of £                      received                      .....Bar Manager

*(No booking will be confirmed until the deposit has been paid. For regular meetings the 50% initial deposit for the first meeting is kept "in-hand" until the final payment of the series is made)*

Outstanding balance of £                      received                      .....Bar Manager

*(This payment to be made no later than the date of the meeting)*

**Catering requirements:** *(Any food catering requirements should be made with, and paid directly to, the Bar Manager)*