

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:

Equipment hired out at £5.00 per item (daily charge):

Data projector:

CD/DVD/Blu-ray player:

Flip-chart pad:

Refreshments: How many tea-breaks are required?

Tea, coffee & biscuits
(50p per cup)

Mineral water
(2ltr bottle, £1.50)

Orange or apple juice
(1 litre, £1.50)

Please note that we reserve the right to provide all refreshments. Our tea and coffee are supplied solely by fairtrade companies. We can also recommend caterers for meals, parties and conference food. Please ask for details.