

**London Councils’ Room Bookings Form**

Title of Meeting:

Start date and time:

Finish time:

Number of Attendees:

Requested meeting room:

Layout:

Contact name:

Organisation:

Postal Address:

Email:

Telephone No:

PO No:

**Full Day Rate – When the Total Booking Time is 4 Hours or More**

**Half Day Rate – When the Total Booking Time is 3 ½ Hours or Less**

*Preferred Choice of Meeting Room*

Large Capacity

30 – 60 Attendees

Layout B – Formal Theatre

Layout A – Oval

Option 1

Conference Suite



*Full Day - £750.00*

*Half Day - £550.00*

Layout B –

Half Boardroom

Layout A –

Café or Cabaret

Option 2

Rooms 2 & 3 Combined

*Full Day - £650.00*

*Half Day - £450.00*

Medium Capacity

**20 – 28 Attendees**

*Full Day - £350.00* *Half Day - £235.00*

Option 5

Room 5, 6 or 7

Open Table [MAX 20]

Option 4

Room 1 or Room 4

Boardroom [MAX 24]

Option 3

Room 2 or Room 3

Boardroom [MAX 28]





**All IT is included in the Room Hire Price**

*For ease on the day please specific your requirements below*

Video Conferencing required?

(only available in rooms 1,4,5&6)

Yes No

**Catering Requirement**

*Additional charges apply*

Tea + Coffee

One serving £2.50pp …….. Two Servings £3.50pp ……. Three Servings £5pp …….

|  |  |  |  |
| --- | --- | --- | --- |
| BreakfastPrice on Request | Sandwiches & FruitPrice on Request | Sandwiches, Fruit & CakesPrice on Request | Buffet LunchPrice on Request |
| No. of Orders: | No. of Orders: | No. of Orders: | No. of Orders: |
| Time: | Time: | Time: | Time: |

Please list any dietary requirements below:

**Cancellation Charges**

**PLEASE NOTE:** If you later need to cancel this meeting the following cancellation charges apply:

To cancel 14 days or more before the meeting date = **0% ROOM HIRE CHARGE**
To cancel 7 – 13 days before the meeting date = **50% ROOM HIRE CHARGE**
To cancel Less than 7 days before the meeting date = **100% ROOM HIRE CHARGE**

Once completed please return this form as an email attachment to: **Room.Bookings@londoncouncils.gov.uk**

I want to connect my laptop ………

*(VGA or HDMI inputs only)*

I want to use the computer in the room ……….

*(Memory stick on the day or email 24 hrs before)*