## London Councils_smallercolour

**London Councils’ Room Bookings Form**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Meeting:** |  | | | | Date: | | | | |  |
| **Contact NAME:** |  | | | | **START time:** | | | | |  |
| **Contact**  **e-mail ADDRESS:** |  | | | | **FINISH time:** | | | | |  |
| **Contact**  **Invoice ADDRESS:** |  | | | | **Contact**  **Telephone No:** | | | | |  |
| **What type of LEGAL ENTITY are you? e.g. Government Funded, Registered Charity, Ltd Company, Sole Trader or Other** (please specify) | | |  | | **Number attending:**  **(include speakers and facilitators)** | | | | |  |
| **Do you use a purchase order system?** (If so please note you will be required to submit a purchase order prior to the date of this meeting.) | | | | |  | | | | | |
| **Room Layout Choice** | | | | | | | | | | |
| **NOTE LAYOUT NUMBER HERE:** | | | | | | | | | | |
| **1**. **Boardroom**  All rooms except  Conference Suite | | **2**. **Theatre**  [Meeting Rooms  1-5 ONLY] | | **3**. **Head Table ONLY**  [Meeting Rooms  1-5 ONLY] | | | | **4**. **Open Table**  [Meeting Rooms  5-7 ONLY] | | |
| BoardTable | | Theatrestyle | | Head Table style | | | |  | | |
| **5**. **Classroom**  [Meeting Rooms  1-5 ONLY] | | **6**. **Café**  [Meeting Rooms  1-5 ONLY] | | **7**. **Conference Suite**  [Oval Table]  60 People Maximum  in Oval Style | | | | **8**. **Conference Suite**  [Formal Theatre]  60 People Maximum  in Formal Theatre | | |
| Classroom Style | | Cafe Style | | Oval Table | | | | Oval Theatre | | |
| **Capacities and Costs of Meeting Rooms** | | | | | | | | | | |
| **Meeting Room** | **Capacity & Style** | | | | | **Half-day**  Less than 4 hours | | | **Full-day** 4 hours or more | |
| Conference Suite | 60 People Max in Oval Style or Theatre Style | | | | | £500.00 | | | £750.00 | |
| Meeting Room 1 | 28 People Maximum in Boardroom Style | | | | | £165.00 | | | £270.00 | |
| Meeting Room 2 | 28 People Maximum in Boardroom Style | | | | | £ 165.00 | | | £ 270.00 | |
| Meeting Room 3 | 28 People Maximum in Boardroom Style | | | | | £ 165.00 | | | £ 270.00 | |
| Meeting Room 4 | 24 People Maximum in Boardroom Style | | | | | £ 165.00 | | | £ 270.00 | |
| Meeting Room 5 | 24 People Maximum in Open Table Style | | | | | £ 165.00 | | | £ 270.00 | |
| Meeting Room 6 | 18 People Maximum in Open Table Style | | | | | £ 145.00 | | | £ 240.00 | |
| Meeting Room 7 | 20 People Maximum in Open Table Style | | | | | £ 150.00 | | | £ 250.00 | |
| Meeting Room 8 | 14 People Maximum in Boardroom Style | | | | | £ 80.00 | | | £ 135.00 | |
| **Meeting Rooms 2 & 3 can be combined into one room and the following costs apply:** | | | | | | | | | | |
| **Meeting Room** | **Capacity & Style** | | | | | | **Half-day**  Less than 4 Hours | | **Full-day** 4 hours or more | |
| Meeting Rooms 2 & 3 | 55 People Maximum in Theatre Style | | | | | | £350.00 | | £550.00 | |
| Meeting Rooms 2 & 3 | 45 People Maximum in Café Style | | | | | | £350.00 | | £550.00 | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Breakfast/Lunch & Refreshments Requirements** | | | | | | |
| **Pastries & Croissants**  **£2.20 PER PERSON** | **Sandwiches & Fruit**  **£7.50 PER PERSON** | | | **Sandwiches Fruit & Cakes**  **£8.50 PER PERSON** | | **Buffet Lunch**  **£9.50 PER PERSON** |
|  |  | | |  | |  |
| TIME REQUIRED | TIME REQUIRED | | | TIME REQUIRED | | TIME REQUIRED |
|  | | | | | | |
| **Refreshment Types** | | **Required?** | | | **Refreshment Times** | |
| **Tea & Coffee**  £2.25pp for ½ DAY or £4.00pp for FULL DAY | |  | | |  | |
| **Biscuits**  WILL BE PROVIDED ON REQUEST | |  | | |  | |
| **Fruit Juice**  £1.75 PER CARTON | |  | | |  | |
| **Herbal Tea**  WILL BE PROVIDED ON REQUEST | |  | | |  | |
|  | | | | | | |
| Please write below if you have any special or further requirements (e.g. dietary needs) | | | | | | |
|  | | | | | | |
| **Equipment Requirements (Wi-Fi available)** | | | | | | |
| **Type of Equipment** | | | **Required? Quantity?** | | | |
| **Plasma Screen ONLY (for use with own laptop)**  £30.00 for ½ DAY or £60.00 for FULL DAY | | |  | | | |
| **PC & Plasma Screen (Inc. Internet & DVD Capacity)**  £50.00 for ½ DAY or £90.00 for FULL DAY | | |  | | | |
| **Conference Phone**  £20.00 for ½ DAY or £30.00 for FULL DAY | | |  | | | |
| **Flipchart(s)**  £11.50 EACH | | |  | | | |
| Please write below if you have any special or further IT requirements | | | | | | |
| |  | | --- | |  | | | | | | | |
| **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** | | | | | | |