## London Councils_smallercolour

**London Councils’ Room Bookings Form**

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| **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 exceptConference 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 |

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| **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       |
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| **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 |       |       |
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| 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 |
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| **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**  |