

BID Office Meeting Room Booking Form

Personal Information

Full Name :

Business Name :

Date Required :

Times Required :

Number of People :

Theatre Style
36 Max Occupancy

Board Room Style
22 Max Occupancy

Cabaret Style
18 Max Occupancy

Email :

Phone Number :

Terms & Conditions

- Tuesday to Thursdays only, between the hours of 10am-4pm, subject to availability.
- Room is on the third floor which is accessible via a lift but all users must be able to use stairs in the event of a fire evacuation.
- Room is to be used for business use only.
- Please leave the room in the state in which you found it.
- WIFI available. Projector, screen & speakers available (HDMI). No other IT equipment supplied.
- Tea, coffee & water are provided free of charge but no food will be provided by the BID.
- By signing this form you are agreeing to all the Terms & Conditions above.

Signature

Signed by

Date
