

Please complete all parts of the form and e-mail, fax or post back to us. Details at the foot of the page

Title of course/meeting	
Meeting Booked By:	
Meeting Date:	

Please select which room you would like to book

COBBS ROOM (including mezzanine)	ILES ROOM	LIFEBOAT ROOM
can seat up to 100	can seat up to 5	can seat up to 16
£100 Half Day - £170 Full Day	£30 Half Day - £50 Full Day	£30 Half Day - £50 Full Day

Please select the timeslot you would like to book (select multiple if needed e.g. PM + Evening)

All Day 08:30-17:30	AM Only 08:30-12:45	PM Only 13:15-17:30	Evening Only* 17:30-22:00

*Any hours outside of Monday-Friday, 08:30-17:30, are subject to an extra charge of £15 per hour.

TDC USE ONLY

Cost centre code	
RMS code	

Please tick the boxes to let us know what equipment you would like

Equipment	Hire Price (per item)	Please Tick
Projector & Screen	£30	
Laptop	£10	
Flipchart (2 available)	£2.50	
Internet Access	£10	
OHP	£10	

Please let us know what refreshments you would like by stating the amount in the right hand box.
 If none are needed, please leave blank.

REFRESHMENT	COST	AMOUNT NEEDED
Tchibo Coffee Machine Includes: Tea, Coffee, Café au Lait, Espresso, Hot Chocolate, Cappuccino & Cappuccino-Choco.	£0.50 per cup NB The machine does not take any cash. The numbers are noted after the meeting and added to the invoice.	
1 Litre Jug of Still Water	FREE	
1 Litre Jug of Orange Juice	£1.50	
Fairtrade Cookies (2 pack)	£0.50	

Please let us know how you would like the room laid out.
 NB we have access to around 100 chairs and 11 tables.

How many delegates will be attending?		
STYLE	AMOUNT THAT CAN BE ACCOMODATED COMFORTABLY	PLEASE TICK
Boardroom style All tables are laid out in a square. Not suitable if you are giving a presentation using the projector.	Cobbs Room - 36 Lifeboat Room - 16	
Horse Shoe style Tables are laid out with 3 sides. This is ideal for presentations.	Cobbs Room – 27 Lifeboat Room - 16	
Theatre Style No tables, just chairs, all facing the same way with an aisle in the middle.	Cobbs Room - 100 Lifeboat Room - 16	

EXTRAS

Catering can be provided for your course/meeting. There are various local companies that we use. If you would like us to arrange it for you, please give us a call on 01843 609270.

If you have a meeting that is outside of our usual opening hours (Mon-Fri, 8.30-5.30), there is a £15.50 per hour security charge.

INVOICE DETAILS (For External Companies)

CONTACT NAME	
INVOICING NAME & ADDRESS	
TELEPHONE NUMBER	
E-MAIL ADDRESS	
SIGNATURE	