

# 44 PORTLAND PLACE ROOM HIRE REQUEST

## HIRER DETAILS

<b>Title:</b>		<b>First Name:</b>		<b>Surname:</b>	
<b>Name of organisation:</b>					
<b>Type of organisation:</b>					
<b>Invoice Address:</b>					
<b>Contact telephone no:</b>		<b>Email:</b>			

## ROOM HIRE DETAILS

<b>Date Required:</b>		<b>Time Required:</b>	From : to :
<b>Number of participants:</b>		<b>Room style/layout:</b>	

## OPTIONAL SERVICES AND FACILITIES

### Equipment

Description	No.	Description	No.	Description	No.
OHP		CD Player		Towels	
Slide projector		Free Standing Screen		Trolley	
Flipchart		Internet access		Pillows	
Multimedia Projector		Massage couch			

### Catering

Tea / Coffee/Biscuits	Time

Meals	Time

Served In Café	
Served In Room	

Served In Café	
Served In Room	

### Additional charges to be invoiced

<b>Early start applies:</b>		<b>Late Finish applies:</b>	
<b>Other charge</b> .....			

<b>Booking Processed by:</b>	
<b>Date:</b>	