

BID Office Meeting Room Booking Form

Personal Information

Full Name :

Business Name :

Date Required :

Times Required :

Number of People :

Board Room
30 Max Occupancy
(depending on layout)

Meeting Room
3 Occupancy

Email :

Phone Number :

Terms & Conditions

- Tuesday to Thursdays only, between the hours of 10am-4pm, subject to availability.
- All rooms are 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.
- Rooms are to be used for business use only.
- Please leave the room in the state in which you found it.
- WIFI available. Projector & screen available for the Board Room. No other IT equipment supplied.
- Tea and coffee 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
