**ROOM BOOKING AND/OR HOSPITALITY REQUEST FORM**

**FROM:**

**TODAY’S DATE:**

**ROOM BOOKING REQUEST**

|  |  |
| --- | --- |
|  |  |
| Date required |  |
| Start time |  |
| End time |  |
| Number of attendees |  |
| Preferred room |  |
| Event name |  |
| Nature of booking |  |
| Catering  If you require catering please complete the form overleaf.  If you are supplying your own catering please confirm this and state if you require disposable cutlery, plates, napkins etc.  (NB You will not be able to collect these items from the store room yourself). |  |
| Stationery  Do you require any stationery items for your meeting?  Do you require a portable white board?  (NB You will not be able to collect these items from the store room yourself). |  |
|  |  |

**HOSPITALITY REQUEST**

Hospitality information is available on request.

Please ask if you wish to view the information that we have.

Should you require more than three services then please let us know.

|  |  |
| --- | --- |
|  |  |
| Grant code for payment |  |
| Number of delivery times required: breaks/lunch |  |
|  | PLEASE STATE ANY DIETARY REQUIREMENTS |
| **SERVICE ONE** |  |
| What would you like to order |  |
| Location (room & building) |  |
| Number of attendees |  |
| Catering delivery time |  |
| Catering collection time |  |
|  | PLEASE STATE ANY DIETARY REQUIREMENTS |
| **SERVICE TWO** |  |
| What would you like to order |  |
| Location (room & building) |  |
| Number of attendees |  |
| Catering delivery time |  |
| Catering collection time |  |
|  | PLEASE STATE ANY DIETARY REQUIREMENTS |
| **SERVICE THREE** |  |
| What would you like to order |  |
| Location (room & building) |  |
| Number of attendees |  |
| Catering delivery time |  |
| Catering collection time |  |
|  |  |

Please use an additional sheet if you wish to add anything else to your booking request.