

TRIM Reference: \_\_\_\_\_



## RANDOLPH STOW MEETING ROOM BOOKING FORM

### CONTACT DETAILS

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### BOOKING DETAILS

Date: \_\_\_\_\_ No of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Booking Room:  Meeting Room 1  Meeting Room 2  Both

### PREFERRED PAYMENT METHOD

Payment:  Invoice  Card *over the phone payments available*

### ADDITIONAL REQUIREMENTS

Items:  Projector  Wall Mounted Whiteboard  
 Tea/Coffee

Comments:

I have read and understood the Meeting Room Terms and Conditions of Use

Signature: \_\_\_\_\_

Date: \_\_\_\_\_