

BBIC WILTHORPE

PHASE IV - MEETING ROOM HIRE BOOKING FORM

You have requested to hire BBIC's Phase IV Meeting Room(s). Please fill in the form below and return it to BBIC as soon as possible to confirm your booking and invoice details (please keep a copy for your records).

Contact Name:	
Contact Number:	
Date of Meeting:	
Company Name:	
Start Time: (available from 9am)	
Finish Time: (rooms must be vacated no later than 4.30pm)	
No. of People Attending:	
Phase 4 Meeting Room Required:	* East Meeting Room <input type="checkbox"/> ¹ West Meeting Room <input type="checkbox"/> ¹ Large North Meeting Room <input type="checkbox"/> ² Small North Meeting Room <input type="checkbox"/> ³
Room Setup East/West only	Boardroom style (24) <input type="checkbox"/> Classroom style (30) <input type="checkbox"/> Theatre style (48) <input type="checkbox"/>
Equipment Needed:	Laptop <input type="checkbox"/> Flipchart <input type="checkbox"/> LCD Projector <input type="checkbox"/>
Internet Access Required:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes - N° of Computers you require access for: _____
Refreshments & Catering:	Please complete and return the attached booking form for your refreshments & catering requirements (please keep a copy for your records).
Any Other Information / Specific Requirements:	
For External Bookings - invoice to be sent to:	Name: Address:
Booking Reference:	R00/13/
Purchase Order Number:	

* Please note: ¹ Seats 24 Boardroom Style ² Seats 12 Boardroom Style ³ Seats 8 Boardroom Style

IT Requirements: Please liaise with BBIC IT Support Department at least one week in advance of your booking regarding your IT needs and computer software compatibility.

Companies are responsible for providing/transporting their own computers and must have adequate insurance.

Note: Cancellations received less than 1 week in advance will be charged at 50%.

Completed by: Signature: Date:

Please Return To:

Reception. BBIC Ltd, Innovation Way, Wilthorpe, Barnsley S75 1JL. Tel: 01226 249590 Fax: 01226 249625