

Erewash Partnership Ltd @ Bridge House
Conference & Meeting Room Booking Form

Contact Name:		
Organisation:		
Address:		
Tel no:	Email:	
Which room (s) do you require?		
Conference Room <input type="checkbox"/> Meeting Room <input type="checkbox"/>		
Date required:		
Times Required:		
Full day <input type="checkbox"/>	Half day <input type="checkbox"/>	Hourly rate <input type="checkbox"/>
Specify times:	Specify times:	Specify times:
Number Attending:		
Room Layout required:		
Theatre Style <input type="checkbox"/>	Board Room Style <input type="checkbox"/>	Other (please advise) <input type="checkbox"/>
Equipment for Hire:		
Flip Chart £5 <input type="checkbox"/>	OHP £10 <input type="checkbox"/>	Projector Screen £10 <input type="checkbox"/>
Hearing Loop FOC <input type="checkbox"/>	Broadband £15 <input type="checkbox"/>	Laptop Projector £20 <input type="checkbox"/>
Tea / coffee-making facilities	£2.50 per head per day	<input type="checkbox"/>
Hire of urn only	£5 per day	<input type="checkbox"/>
Buffet (please tick) (Menus available on request)		
£5.00 per head <input type="checkbox"/>	£6.50 per head <input type="checkbox"/>	£8.00 per head <input type="checkbox"/>
Signed:	Date:	

Please Note: You will be responsible for booking in your delegates at reception. The Conference Room is situated on **the first floor**, accessible by stairs. There is **no visitor parking available on site**.

Cancellation Policy for the Conference Room:

- Three weeks' notice – no charge
- Two weeks' notice (ten working days) - £25 charge
- One week's notice (five working days) - £50 charge
- Less than five working days - £75 charge

Room hire charges:

Conference Room	
Members/tenant rates:	
Day (up to 6.00pm):	£75.00 plus VAT
Half day / evening:	£37.50 plus VAT
Per hour:	£10.00 plus VAT
Non-member rate:	
Day (up to 6.00pm):	£125.00plus VAT
Half day / evening:	£70.00plus VAT
Per hour:	£20.00plus VAT
Charity rate:	
Day (up to 6.00pm):	£95.00plus VAT
Half day / evening:	£45.00 plus VAT
Per hour:	£15.00 plus VAT