**VAC Room Hire Booking Form**

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Description automatically generated

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| Name: | Organisation: |
| Invoice Address including postcode: | |
| Telephone no: | Email: |

**Training Room Requirements** (please tick the session you would like to request)

The Training Room caters for a maximum 18/20 people Board room style or approximately 35/40 theatre style.

Cost for room hire - full day is £125 per day and half a day is £95. Should you require an additional breakout space, this may be available, please contact us.

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|  | **Morning 9am to 12.30** | **Afternoon 12.30-5.00** | **All day 9.00-5.00\*** |
| ***Training Room*** |  |  |  |

*Please tick room requirements (\*Fridays finish time is 4.30pm)*

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| ***Date and time required****:* |
| Layout required: *(e.g. boardroom, classroom or theatre style)* |
| Approximate number of attendees: |

|  |  |
| --- | --- |
| ***Equipment Required*** *(for pricing see VAC website)* ***https:www.vacoventry.org.uk/page/equipment-hire*** | |
| Multimedia Projector YES / NO | Flip Chart stand and paper YES / NO |
| Laptop YES / NO | |

*\*Please tick requirements*

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| ***Refreshments and lunch:*** *Please state if you would like us to provide you with tea and coffee below:*  *(Tea/coffee is served at £1.00 per cup or with biscuits at £1.30 per person)* | |
| Tea / Coffee required? YES / NO | Biscuits also required. YES / NO |
| Number of drinks required for your meeting? | |
| What time(s) you require drinks and frequency? | |
| ***Lunch Arrangements:*** | |
| Please note that VAC does not have catering facilities onsite, but we are able to arrange lunch through our approved supplier on your behalf. | |
| Would you like us to arrange lunch on your behalf: YES / NO Time of Arrival: | |
| Additional information: | |

**I have read and understood the room booking terms and conditions (please tick box)**

|  |  |
| --- | --- |
| **Signature**: | **Date:** |

Please return form to [info@vacoventry.org.uk](mailto:info@vacoventry.org.uk)

*Voluntary Action Coventry, 1st Floor, Harp Place, 2 Sandy Lane, Coventry CV1 4DX.*

*Telephone 02476 220381. Email.* [*info@vacoventry.org.uk*](mailto:info@vacoventry.org.uk)

*Website:* [*www.vacoventry.org.uk*](http://www.vacoventry.org.uk)