A group of blue squares with black text

Description automatically generated

**VAC Room Hire Booking Form – Sept 25 edition**

**Training & Meeting Rooms at Voluntary Action Coventry:**

**TR 1**: 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 an AM or PM session is £70.

**TR 2:** Offers two desk workspaces plus an oval meeting table and can accommodate 2-8 people.

Cost for room hire – full day £80 per day and an AM or PM session is £45

**TR 3:** Classroom style layout accommodating up to 18 people.

Cost for room hire – full day £110 per day and an AM or PM session is £60.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Morning session** | **Afternoon session** | **All Day** |
|  | **9.15am to 12.30pm** | **1.00pm to 4.15pm** | **9.15am to 4.15pm** |
| **TR 1**  Board room/training | *£70 per session*  *10% discount for VCSE Alliance members* | *£70 per session*  *10% discount for VCSE Alliance members* | *£125 all day*  *10% discount for VCSE Alliance members* |
| **TR 2**  Desk use/small meeting space | *£45 per session*  *10% discount for VCSE Alliance members* | *£45 per session*  *10% discount for VCSE Alliance members* | *£80 all day*  *10% discount for VCSE Alliance members* |
| **TR 3**  Classroom/training | *£60 per session*  *10% discount for VCSE Alliance members* | *£60 per session*  *10% discount for VCSE Alliance members* | *£110 all day*  *10% discount for VCSE Alliance members* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Booking** | | | | | |
| Name: | | Organisation: | | | |
| Invoice Address including postcode: | | | | | |
| Purchase Order Number to be quoted on invoice (if required): | | | | | |
| Telephone no: | | Email: | | | |
| Room required: | | Duration: | | | |
| Date required: | | | | | |
| Number of attendees: | | | |
| If booking TR 1 please specify layout required: *(e.g. boardroom, classroom or theatre style* | | | |
| ***Equipment Required -*** *Please tick requirements* | | | | |
| Multimedia Projector | All day (£35) | | AM or PM session (£20) | |
| Laptop | All day (£35) | | AM or PM session (£20) | |

*Page 1 of 2*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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 £1.20 per person)*  *Please indicate your requirements in the table below:* | | | | | |
| On arrival 9.15am or 1pm | | Tea/Coffee | | Biscuits | |
| Mid-point 10.45am or 2.30pm | | Tea/Coffee | | Biscuits | |
| Lunch time (for all day bookings) | Tea/Coffee | | Biscuits | | Time required: |
| ***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 required: | | | | | |
| Dietary requirements: | | | | | |

|  |
| --- |
| **Additional requirements:** |
|  |

**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)

*Page 2 of 2*