

**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.

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|  | **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* |

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| **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) |

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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 £1.20 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: |

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| **Additional requirements:** |
|  |

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

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

Please return form to 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*

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

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