**Venue Booking Form**

**How did you hear about us?**

**Details**

**First Name**

**Surname**

**Company / Organisation**

**Your position**

**Address**

First Line

City

Postcode

County

**Email**

**Telephone Number**

**Website** (if any)

**Facebook Handle** (if any)

**Twitter Handle** (if any)

**Instagram Handle** (if any)

**Event Details**

**Name of the event**

**Date of the Event**

**Start Time of the event**

**End Time of the event**

**Contact name and mobile on day(s) of event**

**Number of attendees**

**Organisers Arrival Time**

**Preferred Room** (if known)

**Do you have any delegates with special needs (i.e.) wheelchair-bound, blind, allergies etc.)?**

**Room Set Up** (choose from following)

Classroom (table and chairs all facing the front)

U-Shape (table and chairs in a U facing the front)

Theatre (no tables)

Boardroom Style (one table with chairs all around)

Cabaret (round tables with chairs facing the front)

Banquet style (round tables with chairs all round)

Banquet – Family Seating (rectangle tables in a long line with chairs on either sides)

Cocktail Style (high tables and stool style seats)

Other

**Please include**

A Podium at front of the Room

A Table at the back of the room for name badges or handouts

A Head table at the front

A Hospitality table outside the room for name badges or handouts

Use of other syndicate rooms

Other

**Audiovisual and Multimedia needs**

**Applicants Signature**

**Date**