



### Client Information

Client Organisation

Date(S) Of Event

P/O Number

Nature Of Event

Client Invoice Address

Email Address

Phone Number

### Room Selection

Auditorium

Brayford Suite

Board Room

Courtyard

### Room Service

Half Day

Up To 3 Hours

Arrival Time

Number of Delegates

Full Day

Over 3 Hours

Departure Time

Disabled Access

### Room Layout

### Equipment Schedule

Theatre

Horseshoe

Flip Chart

Banquet Table

Auditorium Tech

Classroom

Hollow Square

Stationery Pack

Audio Recording

WiFi Access

Boardroom

Banquet

Projector

Video Recording

Live Stream

Print Name

Signature

Date