



LONDON TRAINING AND EMPLOYMENT NETWORK
 3 Highbury Crescent, London N5 1RN
 Tel: 020 7715 0300 – Fax: 020 7697 9064
 Email form to: lola@lten.org.uk

MEETING ROOM BOOKING FORM

Before we can confirm a booking, this form has to be completed in full. Amendments can be made up until one week prior to the date booked.

Event Date	
Event Title	
Organisation	
Contact name	
Invoicing Address & Reference (if applicable)	
Contact Details	Telephone: Fax: E-mail:
Maximum number of attendees expected	
Arrival and Departure Date (Office open from 8.30am to allow trainers and delegates early access, meetings must end by 4.45pm)	Arrival: Departure:
Please specify room layout required:	<input type="checkbox"/> Boardroom (chairs around a central table) <input type="checkbox"/> Circle of chairs <input type="checkbox"/> Theatre Style (rows of chairs) <input type="checkbox"/> U shape of tables/chairs
Any additional requirements (Fresh juice, fruit and a selection of pastries i.e. croissants, danish is available subject to availability)	<input type="checkbox"/> Breakfast (£2.70 per delegate) ___ No. required
<p>I apply for the use of LTEN's Meeting/Training Room at 3 Highbury Crescent London N5 1RN, for the purpose stated and agree to terms and conditions and payments of all associated costs with the hire.</p>	
<p>Signed..... Date.....</p>	
<p>Print name.....</p>	

EQUIPMENT BOOKING FORM

Date of Meeting/Training _____

REQUESTOR INFORMATION

Organization/Department _____

Contact Person _____

ITEM	Half-day	Full-day	TOTAL
Multi-media Projector & Screen	£30	£50	
Laptop PC	£30	£50	
Overhead Projector		£15	
Flipchart(s)		£10	
Totals			

BOOKING AGREEMENT

- Equipment must be picked up and signed for by a representative of the requesting organization at the beginning of the training day and signed off at the end of the day.
- LTEN will be responsible for setting up the equipments and provide technical assistance if required.
- Requests must be made at least 3 days prior to the training day or at the time the meeting room is being booked.
- Requesting organizations will be held responsible for all damaged and missing equipment.
- The above rates are applicable and will be added to the final invoice.
- LTEN is not liable for any injuries or damages that may occur while equipment is in possession of the requesting organization.

FOR OFFICE USE ONLY

Request Approved

Request Denied

Authorisation signature _____ Total Charge £ _____

Signed on by:

Signed off by:

(Print) _____ Date _____ (Print) _____ Date _____

(Signature) _____

(Signature) _____

Comments:

Meeting Room Booking Terms and Conditions

- Room hire is charged at: £150 per half day
(until 12.45pm or from 1.30pm)

£300 per full day
(from 9am to 5pm or earlier/later by arrangement)

£50 per hour for bookings of 2 hours or less. Half a day charge will apply for 2 hours booking outside the morning or afternoon section.

Outside hours special rates and reductions can be negotiated for block bookings or for LTEN members.

- Hire costs include: tea, coffee and water. Breakfast can be provided for morning meetings at a set price of £2.75 per delegate. The hirer is responsible for additional catering requirements.
- Full payment of room hire must be received 14 days from the invoice date
- Cancellation must be made in writing at least 1 week prior to event booked; cancellation made within 1 week of booked date will incur an administrative fee equal to 50% of the cost of the room hire.
- The room must be left in good order and vacated no later than the time booked or 4.45pm, whichever comes first.
- **The hirer is responsible for ensuring that the number of people attending an event does not exceed the maximum allowed by Health & Safety standards, i.e. 40 and to keep a register of all participants: in case of fire or other emergency, the person in charge of the meeting must produce this list so that everyone present in the building can be accounted for.**
- The hirer must not sub-let to another group without written prior consent of London Training and Employment Network.
- 3 Highbury Crescent is a non-smoking building. The hirer must ensure that those attending training/events who wish to smoke will do so outside the grounds of the building.
- The hirer should not allow persons attending to do or omit to do anything that would cause breach of fire regulations and would reasonably be deemed to cause an increased risk of the occurrence of fire or otherwise affect the safety of all persons in and about the premises. The hirer will ensure that all gangways, exits and entrances are left free from obstructions and that fire exits are visible at all times and pointed out to participants at the beginning of the training session/event. The hirer will further ensure that any seating arrangements organised by the hirer do not impede or hinder speedy access to and from exit areas in case of emergencies.
- **The hirer should further ensure that participants are notified that unfortunately the building is not disabled accessible and that there are 27 steps up to the top floor meeting room and toilets are located on a different floor from the room; there are 7 steps down to the basement room and there are toilets on the same level.**

For further information and availability, please contact Lola Osuntuyi: lola@lten.org.uk or on 020 7715 0300