

## Room Booking Form

We are delighted that you have decided to book one of our rooms at Head Office. Please contact us if you need help to complete the form or for any information about the facilities.

Please return this form to [admin@newdirectionsrugby.org.uk](mailto:admin@newdirectionsrugby.org.uk)

Or: New Directions (Rugby) Ltd,  
27 Bilton Road  
RUGBY CV22 7AN

### Hirer Information

Name of Individual booking room	
Name of Company	
Name of Contact if different from above	
Address	
Telephone number(s)	
Email address	

### Booking Details

Date(s) room is required		
Time from:		Time to:
Total number of hours:		Expected number of visitors:
Purpose of booking		
Preferred furniture layout	Boardroom Style <input type="checkbox"/> Informal workshop <input type="checkbox"/> Interview <input type="checkbox"/> Lecture Style <input type="checkbox"/> Wheelchair Access <input type="checkbox"/>	
Further details of your preferred layout:		

### Rooms Information

**The Conference Room** can accommodate up to 20 people and is suitable for a variety of uses including training, presentations, celebration events and meetings. A projector, screen, flipchart and pens are available if required.

**The Informal Meeting Room** is suitable for smaller meetings or interviews of up to 4 people, with a comfortable sofa and desk space.

Refreshments can be provided, including tea, coffee, juice and biscuits. A buffet lunch or individual lunch options can also be made available as required.

Car parking is available on a first come first serve basis accessed via Merrtens Drive (off Bilton Road). Cars can also be parked further down Merrtens Drive.

**Room Requirements & Charges**

The Conference Room	£20.00 per hour	Total:
The Informal Meeting Room	£10.00 per hour	Total:
Projector, screen, flipchart and pens	£5 per session	Total:
Refreshments	£1.50 per head	No. of people:
Lunch	Price on request	
For Buffet lunch and individual lunch options please see separate Lunch Options booking form.		
Method of payment(see below for how to pay):		Total Cost: £

**Please note:** For the Conference Room we require 50% deposit with the completed booking form with the balance payable 7 days prior to date of booking.

The Informal Meeting Room can be booked at any time (including on the day) dependent upon availability - please see Terms and Conditions for details.

Cash, cheques and bank transfer are all suitable methods of payment. Cheques to be made payable to New Directions (Rugby) Ltd. Bank Transfer Details below:

Account Name: New Directions (Rugby) Ltd, Sort Code 40-51-62, Ac. Number 39778865

<p><b>I confirm that I have read, and understood New Directions' Terms and Conditions</b> (details on our website)</p> <p><b>Signed</b>..... <b>Date</b>.....</p>
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**Insurance Provision**

Please refer to Terms and Conditions of Meeting Room Hire before signing the following:

<p><b>I confirm that I/my organisation have adequate Public Liability Insurance for the use of premises relating to this booking.</b></p> <p><b>Signed</b>..... <b>Date</b>.....</p> <p><b>I do not hold Public Liability Insurance. I accept personal responsibility for any accidents or damage caused relating to this booking.</b></p> <p><b>Signed</b>..... <b>Date</b>.....</p>
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**How did you hear about New Directions?**

Leaflet		Previous contact with Head Office		Internet	
Word of mouth		Through Marketing		Newspaper	
Other: Please State					

Thank you for completing this form.