

GUILDHALL FACILITY BOOKING FORM FOR INTERNAL MEETINGS



PLEASE SPECIFY ACCOMMODATION PRE-BOOKED
(COUNCIL CHAMBER OR MEETING ROOMS)

MEETING ROOM 2

NAME AND TELEPHONE NUMBER OF PERSON
RESPONSIBLE FOR MEETING

SHARON WILLIAMS

PLEASE STATE TITLE
OF MEETING E.G CYP SCRUTINY
COMMITTEE.

MEETING WITH MATTHEW PHILLIPS

DO YOU REQUIRE RECEPTION* STAFF? Yes/No

YES

DATE OF MEETING

14/02/2018

TIME ROOM BOOKED FROM

9.00 AM

TIME OF COMMENCEMENT
OF MEETING

9.00 A.M.

TIME OF END OF MEETING

5.00 p.m.

C		SERVICES		COST CENTRE			DETAIL				SUB DETAIL			
N		A	P	C	3	2	8	3	0	0	0	0	0	0

AUTHORISING SIGNATURE
(ie Budget Holder)

APPROXIMATE NUMBER ATTENDING MEETING

15

WHICH OF THE FOLLOWING SERVICES/EQUIPMENT DO YOU REQUIRE? (PLEASE MARK AS APPROPRIATE)

Tea/Coffee @ 65p per person (only available if external customers are attending meeting -
please confirm name of external company attending)

Water

X

Media Wall (Meeting Rooms 1 & 2 only)

Mobile Media Unit (Council Chamber & Meeting Room 3 only)

Microphones (Meeting Room 1 & Council Chamber only)

Hearing Loop (Meeting Rooms 1 & 2, Council Chamber only)

Television

Video

Screen (required if you're bringing own presentation equipment)

Flip Chart and Marker Pens @ £2.50

ACCESSIBILITY/EQUALITIES

Please consider accessibility / equalities
in relation to the people attending your
meeting and provide details of any particular
requirements.

OTHER (PLEASE SPECIFY)
Requests for alteration of room layout
must be discussed with Office Services
prior to booking

* RECEPTION STAFF MAY BE AVAILABLE TO GREET THE ATTENDEES, PLEASE BE AWARE THAT THERE **MAY** BE A COST TO
PROVIDE THIS FACILITY.