**6VT VENUE HIRE BOOKING FORM**

**DETAILS OF HIRER**

Name of organisation:

Name of contact:

Email:

Your purchase order no (where applicable) ………………………………………………..….....

Address:

Postcode:

Telephone:

Day\_\_\_\_\_\_\_\_\_\_\_\_\_ date:\_\_\_\_\_\_\_\_\_\_\_

Times of hire:

Purpose of hire: Expected number of people:

Rooms required:

**SEATING ARRANGEMENTS - please tick**

|  |  |
| --- | --- |
| Boardroom Style |  |
| In rows |  |
| Circle |  |
| Other (please specify) |  |

**EQUIPMENT REQUIRED Included in hire cost, please select so we can have it we can have it set up for you:**

|  |  |
| --- | --- |
| Screen & Projector |  |
| Flip Chart |  |
| TV/DVD/Video/PA System |  |

**CATERING REQUIRED -**

|  |  |  |
| --- | --- | --- |
| **Description** | **Time required** | **No of People** |
| Tea/coffee £1.20 pp. per break |  |  |
| Tea/Coffee with Biscuits £1.80 pp. per break |  |  |
| Sandwiches with tea & coffee £4 pp.  |  |  |
| Soup, sandwiches with tea & coffee £6 pp |  |  |

Signed:

Please print name

**PLEASE NOTE: LATE CANCELLATIONS MAY INCUR A CHARGE OR FULL PAYMENT.**

Please return this completed hire form to: Justyna

email contact@6vt.info

or 6VT, 11-15 Vennel, Edinburgh EH1 2HU 0131 229 1797