

## Room Hire Booking Form

Please return this form to the Events Team via the above fax number or via email to [events@istructe.org](mailto:events@istructe.org)

Requested Date for Event:		
Hire period:	From:	To:
Number of attendees:		
Name of meeting:		
Name of organisation:		
Contact on the day:		
Telephone number:		Mobile:
Email address:		
Any special requirements for VIP/Disabled Guests		
Membership number (if applicable):		

Room setup - Any booking which exceeds 4 hours constitutes the full day rate			
<b>Plymouth Room (1st Floor)</b> Half Day Rate £300.00 Full Day Rate £550.00	<input type="checkbox"/> Please tick here <u>Boardroom</u> Max 30 people	<input type="checkbox"/> Please tick here <u>Theatre</u> Max 90 people	<input type="checkbox"/> Please tick here <u>Reception</u> Max 150 people
<b>Adams Room (Ground Floor)</b> Half Day Rate £250.00 Full Day Rate £400.00	<input type="checkbox"/> Please tick here <u>Boardroom</u> Max 25 people	<input type="checkbox"/> Please tick here <u>Theatre</u> Max 40 people	<input type="checkbox"/> Please tick here <u>Reception</u> Max 60 people
<b>Baker Room (Ground Floor)</b> Half Day Rate £250.00 Full Day Rate £400.00	<input type="checkbox"/> Please tick here <u>Boardroom</u> Max 25 people	<input type="checkbox"/> Please tick here <u>Theatre</u> Max 40 people	<input type="checkbox"/> Please tick here <u>Reception</u> Max 60 people
<b>Dining Room Area (Ground Floor)</b> Half Day Rate £60.00 Full Day Rate £100.00	<input type="checkbox"/> Please tick here <u>Seated</u> Max 20 people	<input type="checkbox"/> Please tick here <u>Standing buffet</u> Max 30 people	

Catering - Please advise if the numbers for catering differ from the number of attendees.		
Refreshments and Creative Breaks		Times:
<input type="checkbox"/> Water	<input type="checkbox"/> Tea and coffee	
<input type="checkbox"/> Fruit Juices	<input type="checkbox"/> Tea, coffee and biscuits	
<input type="checkbox"/> Belvedere Cordial	<input type="checkbox"/> Tea, coffee, biscuits and fruit juices	
<input type="checkbox"/> Belvedere Press	<input type="checkbox"/> Cookie Jar	
<input type="checkbox"/> Chegworth Valley Juice	<input type="checkbox"/> Mini bites	
<input type="checkbox"/> Smoothies	<input type="checkbox"/> Afternoon Cakes	
	<input type="checkbox"/> Candy Jar	

Breakfast Menu/Package Please detail your selection below		Times:
E.G. Mini Danish Pastries/Bagels/ British Breakfast Package		

Lunch Options		Times:
<input type="checkbox"/> All Day Meeting Package	Finger Food (suggested serving of 3 items):	
<input type="checkbox"/> Lunch 1		
<input type="checkbox"/> Mix and Match		
<input type="checkbox"/> Deli Board	Suggested serving 5 items:	
Finger Buffet	Suggested serving 5 items:	
<b>Fork Buffet</b> Please circle your choice of menu		Times:
Autumn/Winter or Spring/Summer Menu. Hot or Cold	1	
	2	
	3	
<b>Fine Dining</b> Please circle your choice of menu		Times:
Autumn/Winter or Spring/Summer Menu	<input type="checkbox"/> with cheese	
	1	
	2	
	3	

Please refer to the Institution Menu for drinks reception and wine options

AV equipment - Free Wi-Fi access throughout building	
<input type="checkbox"/> Laptop @ £150.00	<input type="checkbox"/> Flip chart with pens @ £10.00 each
<input type="checkbox"/> LCD projector @ £135.00	<input type="checkbox"/> Plasma screen @ £135.00
<input type="checkbox"/> Teleconferencing @ £75.00	<input type="checkbox"/> Dedicated Delegate Registration Desk

Invoice - All prices are subject to 20% VAT	
Invoice address:	
For the attention of:	

Terms and conditions
Any room and catering booking which exceeds 4 hours constitutes the full day rate. All room hire invoices are charged by IStructE Ltd. Cancellations must be received in writing via post or email and acknowledged by the events department events@istructe.org. Any cancellations received seven (7) working days or less before the event will incur the full room hire rate and catering charges in full. Organisation must undertake to pay for any damages incurred.

## Notes on the fire procedures for room hirers

### If you discover a fire

Operate the nearest fire alarm and contact a member of the Institution staff immediately. Vacate the building.

### On hearing the alarm

The receptionist will immediately call the Fire Brigade:

- Do not run

- Do not use the lift
- Do not stop to collect belongings
- Do not re-enter the building
- Go to the assembly point (outside 6 Upper Belgrave Street)s, confirm the presence of your entire group and report to the Senior Fire Marshall.

**If the front door is inaccessible, use the back door in the basement.**

1st floor Plymouth Room	Main or back stairs (as available) to front door
Ground floor Adams and Baker Rooms, and Dining Room	Use front door