

LANSDOWNE HOUSE - ROOMS AND CATERING

Hire Charges - Rates from 1st January 2010

Rates exclusive of VAT

SCALE A - Charities/Voluntary Organisations

SCALE B - Commercial/National Organisations/Private Parties & Events

Joseph Goddard Room	Half Day	Full Day
Scale A - Mon - Fri	£74.00	£105.00
Scale B - Mon - Fri	£108.00	£140.00

Helen Jeffrey Room	Half Day	Full Day
Scale A - Mon - Fri	£55.00	£67.50
Scale B - Mon - Fri	£74.00	£90.00

EQUIPMENT

Flip Chart	£10.00
OHP	£5.00
TV/Video	£10.00
Data Projector	£10.00

CATERING CHARGES

		Price per head/serving
Refreshments	Tea or Coffee and Biscuits	£0.80
Lunch	Sandwiches/fruit	£6.25
	Finger Buffet (both include tea/coffee/juice)	£8.75

Cancellation Policy: Please give at least 10 working days' notice of cancellation, otherwise you will incur a cancellation charge of 50% of the booking fee.

**LANSDOWNE HOUSE
 ROOM BOOKING FORM - EXTERNAL**

Contact Name:.....

Organisation:.....

Address:.....

.....

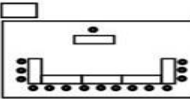
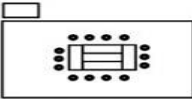
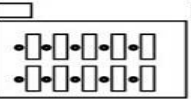
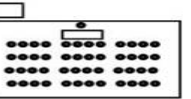
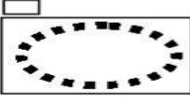
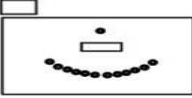
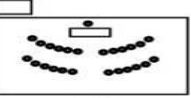
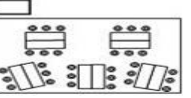
Telephone No: Fax No:.....

Invoice Address (if different from above):.....

.....

Date Required:..... Times: From..... To.....

Room Required: **Joseph Goddard Room** **Helen Jeffrey Room**
 (Please tick box next to room)

Room Layout (Please tick box above layout)	Equipment (Please tick)	
 lecture  boardroom  classroom  theatre	Flip Chart	<input type="checkbox"/>
	Overhead Projector	<input type="checkbox"/>
 oval  horseshoe  double horseshoe  cabaret	Data Projector	<input type="checkbox"/>
	TV/Video	<input type="checkbox"/>

No. Attending: No. of Chairs Req'd: No. of Tables Req'd:

CATERING REQUIREMENTS

Tea/Coffee/Biscuits	Arrival :	am:	pm:
Lunch (Please tick)	Sandwich/fruit	Finger Buffet	Time of Lunch

Signature:..... Date:

FOR OFFICE USE ONLY	JOSEPH GODDARD ROOM / HELEN JEFFREY ROOM (please delete as appropriate)		
COPIES TO:	Caretaker <input type="checkbox"/>	Reception <input type="checkbox"/>	Admin <input type="checkbox"/> Catering Assistant <input type="checkbox"/>