

Room booking form

Date of Meeting:

Time:

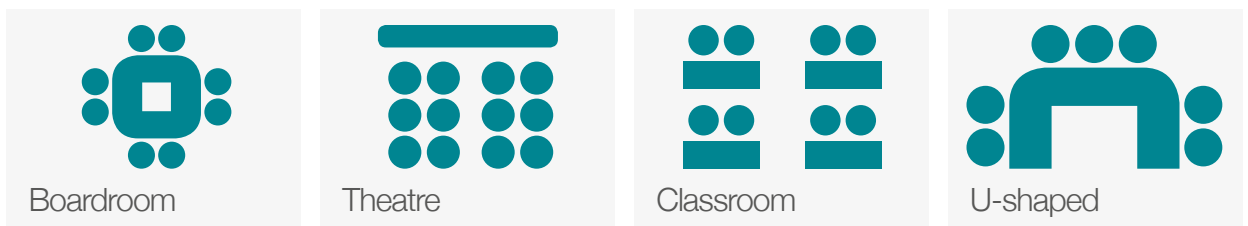
Event Title:

(Please note this will be used on digital signage to direct your delegates)

Number of attendees:

Are you booking this room for a public event? Yes No
If so, would you like to be contacted about our promotional package? Yes No

Room Layout:



These layouts are not available for all rooms. Please see the [hire charges and room capacity sheet](#) for more information

Do you require a room with AV equipment? Yes No

Special requirements: flip chart stand
other

Have you booked catering? Yes

Company name & address:

(For Worcestershire County Council colleagues please enter your directorate, cost centre & G/L code)

Contact person:

Contact email:

Telephone number:

Description of Business:

Invoice details: (Please complete if different to the above)

Company name and address
(please include post code)

Purchase order number

When completed please email this form to bookings@thehiveworcester.org

For Office Use Only

Ref Room Invoice amount

a partnership between