

The London Institute for Contemporary Christianity

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Room Hire Booking Form

Please **read** the attached hire conditions and current tariff structure before completing this form. When completing this form please use **BLOCK CAPITALS** and **black ink**. Thank you.

YOUR DETAILS					
Organisation:			Invoice/Correspondence Address:		
Contact Name:					
Telephone Number:					
Email Address:					
EVENT DETAILS <i>(Please attach room plan, running order and timings where appropriate)</i>					
Event Date:			Type of Event:		
Event Start Time:			Time of Arrival:		
Event Finish Time:			Time of Departure:		
Expected Numbers:			Notes/Other Info:		
A. ROOM DETAILS <i>(Please enter all areas required, including sole use if whole building)</i>					
	Nave	Seminar	Dining Facilities	Kitchen	Sole Use
Space Required:					
Cost £:					
B. CATERING <i>(Subject to VAT @ 17.5% and available during office hours only)</i>					
	Tea & Coffee	Tea, Coffee & Biscuits	Sandwich & Fruit Lunch		
Times Required:					
Number of Covers:					
Cost £:					
C. EQUIPMENT <i>(Subject to VAT @ 17.5% as above)</i>				TOTAL COSTS £	
Grand Piano:		PA Operator:		Non VAT Total (A):	
OHP & Screen:		Master Tape:		Vatable Total (B&C):	
Slide Projector & Screen:		Staging:		VAT @ 17.5%:	
Data Projector & Screen:		TV & Video:		Total Payable:	
Flipchart & Pens:		Teleconference:		Deposit Enclosed: (-)	
PA System:		Equipment Cost £:		Balance Due:	
DECLARATION – This must be signed by you for the booking to proceed					
I confirm that I have read and understood the LICC conditions of hire document and accept the responsibilities contained therein. I enclose my 20% non-refundable deposit. (Please make all cheques payable to LICC).					
Name:		Signed:		Date:	
FOR LICC OFFICAL USE ONLY		Room Hire:		VAT @ 17.5%:	
Received:		Catering:		Adjusted Total:	
Checked:		Equipment:		Less Deposit:	
Confirmed:		Sub Total:		Balance to Invoice:	
JS2 Action:				LICC Inv Ref:	

Please return the completed form to the address above. Thank you.

LICC 01/11/07