

# BOARDROOM BOOKING FORM



DATE OF MEETING: \_\_\_\_\_ MEETING START: \_\_\_\_\_  
 NO OF DELEGATES: \_\_\_\_\_ MEETING END: 4.45pm  
 CONTACT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 INVOICE ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 CONTACT TELEPHONE NUMBER: \_\_\_\_\_ CONTACT FAX NUMBER: \_\_\_\_\_  
 PURCHASE ORDER NUMBER (IF REQ): \_\_\_\_\_

Glenearn Road  
 Perth PH2 0NJ  
**t:** 01738 450450  
**f:** 01738 450460  
**e:** mail@algobusinesscentre.co.uk  
**w:** www.algobusinesscentre.co.uk

ROOM LAYOUT REQUIRED: Theatre:  Boardroom:  Classroom:  Other: \_\_\_\_\_

**Room Rates**

Price	Quantity	TOTAL	Dates used
£100 per day			
£60 per ½ day			
£60 evening			

ADDITIONAL REQUIREMENTS

- Plasma screen
- LCD Projector
- Broadband (Demon Gold 1:1 unlimited access) *IT Support charged at £50/hour*
- Internet Dial Up (Free call Charges (08) charges at)
- Lap Top (with wireless Broadband incl) *IT Support charged at £50/hour*
- OHP
- Direct Dial Telephone
- Television, Video & DVD
- Fax incoming
- Fax outgoing
- Photocopying
- Laminating
- Flip chart and Pens
- LCD Display messaging in foyer
- Secretarial Services

Price	Quantity	TOTAL	Dates used	Signed
<b>FREE</b>		<b>FREE</b>		
£60				
£7.50				
£0.03 / min				
£25				
£25				
£7.50 + calls				
£20				
£0.40				
£1.00				
£0.50 per copy				
£1.50 per copy				
£5 each				
£3.50				
£15.50 hour				

TEA AND COFFEE OPTIONS TIME(s): am: noon: pm:  
 Tea and coffee and biscuits (self service) price per person/ **No replenishment of cups available**

Price pp	Quantity	TOTAL	Dates reqd	Signed
£1.30				

LUNCH OPTIONS (min 6 people) TIME:  
**Option 1 Sandwich Platters (a selection of sandwiches, wraps, baguettes)**  
**Option 2 Soup and Sandwiches (home made soup with a round of sandwiches)**  
**Option 3 Finger Buffet (a selection of 6 savouries and a round of sandwiches)**  
**Option 4 Dessert and fruit (a choice of a cheesecake or an apple pie and a bowl of fruit)**  
 Bowl fruit  
 Jug fresh orange juice

Please contact **The Smart Good Food Shop** to place your order and arrange delivery times with them. Food will be delivered to the kitchen on the left of the Boardroom for collection by yourself.  
 Tel: 01738 451591  
 Email: sales@thesmartgoodfoodshop.com

Signature of Customer: \_\_\_\_\_

Total:	<input type="text"/>
17.5% vat	<input type="text"/>
Total+VAT:	<input type="text"/>

**25% deposit required on booking**

**Booking will be confirmed on receipt of deposit and signed booking form. All prices are correct at time of print and are subject to change. Cheques should be made payable to "Algo Business Centre". Payment can be made via visa terminal with booking fee of £3. Cancellations of less than 1 week notice will be required to pay the full cost of room hire. Cancellations less than 36hrs notice will be required to pay catering costs.**

**PLEASE REPORT TO RECEPTION ON ARRIVAL AT THE ALGO BUSINESS CENTRE, THANK YOU**

**For office use only:**

Date booking form received:	Received by:	Deposit paid:
Date lunch ordered:	Ordered by:	Ordered from:
Date client called for confirmation:	Contacted by:	Meeting host:
Date cancelled:	Time cancelled:	
Invoice room cost?:	Invoice catering?:	Invoice number: Invoice date: