

# BOARDROOM BOOKING FORM

DATE OF MEETING:  
 NO OF DELEGATES:  
 CONTACT NAME:  
 COMPANY NAME:  
 INVOICE ADDRESS:

MEETING START:  
 MEETING END: 4.45pm  
 POSITION:  
 EMAIL ADDRESS:



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

PURCHASE ORDER NO. (IF REQ):

ROOM LAYOUT REQUIRED THEATRE:  BOARDROOM:   
 CLASSROOM:  OTHER: \_\_\_\_\_

## Room Rates

| Price         | Quantity | TOTAL | Dates Used |
|---------------|----------|-------|------------|
| £120 per day  |          |       |            |
| £80 per ½ day |          |       |            |
| £60 evening   |          |       |            |
| Voucher       |          |       |            |

## Additional Requirements:

- Plasma Screen
- LCD Projector
- Broadband (Demon Gold 1:1 unlimited access)
- Equipment must be tested. No guarantees offered.
- IT Support 01738 450422
- Lap Top (With wireless Broadband Incl)
- 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 |
|----------------|----------|-------|------------|--------|
| FREE           |          | FREE  |            |        |
| £60            |          |       |            |        |
| £15.00         |          |       |            |        |
| £50 / hour     |          |       |            |        |
| £25            |          |       |            |        |
| £25            |          |       |            |        |
| £15 + calls    |          |       |            |        |
| £20            |          |       |            |        |
| £0.50          |          |       |            |        |
| £1.00          |          |       |            |        |
| £0.50 per copy |          |       |            |        |
| £1.50 per copy |          |       |            |        |
| £10 each       |          |       |            |        |
| £10.00         |          |       |            |        |
| £15.50 / hour  |          |       |            |        |

## Tea and Coffee Options

Tea and coffee (self service) price per person  
 Access to kitchen for clean cups etc

| Price | Qty | Total |
|-------|-----|-------|
| £2.50 |     |       |

## Lunch Options:

Please call the number below to order your lunch and arrange delivery to the Business Centre.  
 Brig Farm Shop for a selection of soup, sandwiches, stovies and traybakes.  
 Tel: 01738 813571  
 Email: nicki@brigfarmshop.co.uk  
 You are also welcome to use other outside caterers or indeed bring in your own. You will still be able to use the kitchen facilities.

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

|             |                      |
|-------------|----------------------|
| Total:      | <input type="text"/> |
| 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 will be required to pay the full cost of room hire.**

PLEASE REPORT TO RECEPTION ON ARRIVAL