

# MEETING ROOM BOOKING FORM



DATE OF MEETING:

MEETING START:

NO OF DELEGATES:

MEETING END: 4.45pm

CONTACT NAME:

POSITION:

COMPANY NAME:

EMAIL ADDRESS:

INVOICE ADDRESS:

Glenearn Road

CONTACT FAX:

Perth PH2 0NJ

CONTACT PHONE NUMBER:

t: 01738 450450

PURCHASE ORDER NO. (IF REQ):

f: 01738 450460

ROOM LAYOUT REQUIRED

THEATRE:

BOARDROOM:

e: mail@algobusinesscentre.c

w: www.algobusinesscentre.c

CLASSROOM:

OTHER:

## Room Rates

Price	Quantity	TOTAL	Dates Used
£80 per day			
£50 per ½ day			
£40 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

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				
£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:

VAT

Total + VAT

**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