

## ROOM BOOKING REQUEST FORM 2008

Date room required: \_\_\_\_\_ Start time: \_\_\_\_\_

Name of event: \_\_\_\_\_

Room	All day	Half day*	Evening†
Council Room	£500 <input type="checkbox"/>	£285 <input type="checkbox"/>	£460 <input type="checkbox"/>
Library	£450 <input type="checkbox"/>	£265 <input type="checkbox"/>	£460 <input type="checkbox"/>
Bessemer Room	£230 <input type="checkbox"/>	£155 <input type="checkbox"/>	£355 <input type="checkbox"/>
Davy Room	£240 <input type="checkbox"/>	£160 <input type="checkbox"/>	£355 <input type="checkbox"/>
Curzon Room	£195 <input type="checkbox"/>	£125 <input type="checkbox"/>	£355 <input type="checkbox"/>
Rosenhain Room	£195 <input type="checkbox"/>	£125 <input type="checkbox"/>	£355 <input type="checkbox"/>
Mellor Room	£195 <input type="checkbox"/>	£125 <input type="checkbox"/>	£355 <input type="checkbox"/>

\* Half day: 08.30-13.00 or 14.00-17.45. **The building opens at 08.15 and closes at 18.00 - if bookings over run the allocated finish time of 17.45, an additional charge of £50 per ½ hour will be incurred to 18.15, after that, our evening rate will apply.**

† Evening rates until 21.30 include staff overtime, minimum 2 staff required. **After 21.30 there is a further surcharge of £175/hour.** Weekend rates supplied on request.

**Layout:** See brochure for compatibility of layouts with each room

Boardroom  Horseshoe  Theatre  Classroom  Other  \_\_\_\_\_

**Catering:** Menu choice \_\_\_\_\_

Instant Coffee, Tea & Biscuits   
£2.00/head per session  
No. required:

Filtered Coffee, Tea & Biscuits   
£3.20/head per session  
No. required:

Lunch  Time: \_\_\_\_\_  
Buffet lunch can be arranged.  
Menus supplied on request.

No. required:  
No. of vegetarians:

House wine   
£9.20 per bottle

Orange & Apple juice   
£1.90 per carton

Bottled mineral water   
£1.30 per 500ml bottle

### Audio Visual Equipment (hire of our projectors includes a screen)

LCD / Multimedia Projector (for PowerPoint) & Screen	£165 <input type="checkbox"/>
Computer system compatible with Multimedia	£55 <input type="checkbox"/>
Wireless Internet Connection including call charge	£12 <input type="checkbox"/>
Screen only (if bringing own projector)	£35 <input type="checkbox"/>
Printer	£55 <input type="checkbox"/>
Laser pointer	£20 <input type="checkbox"/>
Flip chart and pens	£20 <input type="checkbox"/>
Sound system inclusive of 2 microphones	£50 <input type="checkbox"/>
Each extra microphone	£20 <input type="checkbox"/>
Floor standing lectern	£20 <input type="checkbox"/>
DVD or Video player	£35 <input type="checkbox"/>
Audio conference unit (including UK calls, <u>excluding overseas charges</u> )	£30 <input type="checkbox"/>
Plasma screen	£95 <input type="checkbox"/>
Overhead projector & Screen	£35 <input type="checkbox"/>
Slide Projector	£30 <input type="checkbox"/>
Display boards	£5 <input type="checkbox"/> each
Photocopying & Faxing	0.15p <input type="checkbox"/> copy

(All Prices Exclude VAT)

**1CHT is a listed building with access via steps from the pavement.  
Please let us know if any delegate requires help with access to the  
building and we will be pleased to help.**

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## **Special Requirements:**

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Please do not hesitate to discuss any requirements with the Room Bookings department in advance.

**Main Contact on the day:** \_\_\_\_\_  
**In the event of an emergency this person should make himself or herself known on arrival at reception.**

### **Your details**

**Name of contact:** \_\_\_\_\_

**Name of company/organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Tel No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Address for invoice** (if different from above) \_\_\_\_\_

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**Tel No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Institute Membership No.** \_\_\_\_\_

### **PLEASE COMPLETE THIS FORM TO CONFIRM YOUR BOOKING AND RETURN TO:**

Julie Williams, Manager, 1CHT Events  
The Institute of Materials, Minerals and Mining  
1 Carlton House Terrace, London, SW1Y 5DB  
Tel: 020 7451 7353  
Fax: 020 7451 7405  
Email: julie.williams@iom3.org

**In the event of a function being cancelled, the following cancellation charges apply:  
within 14 days or less, 50% of room hire charge; 7 days or less, 100% room hire  
charge.**

**Please note that the Institute operates a NO SMOKING policy.**