

ROOM BOOKING REQUEST FORM 2009

Date room required: _____ Start time: _____

Name of event: _____

| Room | All day | Half day* | Evening† |
|----------------|-------------------------------|-------------------------------|-------------------------------|
| Council Room | £525 <input type="checkbox"/> | £300 <input type="checkbox"/> | £485 <input type="checkbox"/> |
| Library | £470 <input type="checkbox"/> | £280 <input type="checkbox"/> | £485 <input type="checkbox"/> |
| Bessemer Room | £240 <input type="checkbox"/> | £165 <input type="checkbox"/> | £375 <input type="checkbox"/> |
| Davy Room | £250 <input type="checkbox"/> | £170 <input type="checkbox"/> | £375 <input type="checkbox"/> |
| Curzon Room | £200 <input type="checkbox"/> | £130 <input type="checkbox"/> | £375 <input type="checkbox"/> |
| Rosenhain Room | £200 <input type="checkbox"/> | £130 <input type="checkbox"/> | £375 <input type="checkbox"/> |
| Mellor Room | £200 <input type="checkbox"/> | £130 <input type="checkbox"/> | £375 <input type="checkbox"/> |

* Half day: 08.30-13.00 or 14.00-17.45. **The building opens at 08.15 and closes at 17.45 - if bookings over run the allocated finish time of 17.45, a penalty charge of £50 per ½ hour will be incurred to 18.15. After that, our evening rate will be enforced in addition to the day charge.**

† Evening rate is until 21.30 and includes the minimum of 2 staff working overtime. After 21.30 there is a full staff surcharge of £175/hour. Weekend rates supplied on request.

Layout: See brochure for compatibility of layouts with each room

Boardroom Horseshoe Classroom Cabaret Theatre with top table x _____
Other _____

Catering: Menu choice _____

Instant Coffee, Tea & Biscuits
£2.20/head per session
No. required: _____

Filtered Coffee, Tea & Biscuits
£3.40/head per session
No. required: _____

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

No. required: _____
No. of vegetarians: _____

House wine
£9.70 per bottle

Orange & Apple juice
£2.00 per litre carton

Bottled mineral water
£1.30 per 500ml bottle

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

| | |
|--|-------------------------------------|
| LCD Projector (for PowerPoint) & Screen | £165 <input type="checkbox"/> |
| Laptop / Computer compatible with LCD projector | £55 <input type="checkbox"/> |
| Screen only (if bringing own projector) | £35 <input type="checkbox"/> |
| Wireless Internet Connection including call charge | £12 <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 | £55 <input type="checkbox"/> |
| Each extra microphone | £20 <input type="checkbox"/> |
| Floor standing lectern | £20 <input type="checkbox"/> |
| DVD or Video player | £30 <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 | £30 <input type="checkbox"/> |
| Slide Projector | £30 <input type="checkbox"/> |
| Display boards | £5 <input type="checkbox"/> each |
| Photocopying & Faxing | 0.16p <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:

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: _____

Tel No: _____ **Fax No:** _____

Purchase Order No: _____

Address for invoice (if different from above) _____

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.