

Conference & Meeting Room Booking Inquiry

You can fill this form on your computer in Adobe Acrobat Reader®; however, it must be printed, hand signed and returned to:
Friar Gate Studios, Derby City Council, Ford Street, Derby DE1 1EE
Please use the TAB key to move between the fields.

1. Your Details

Name
Company Name
Address
Phone Number
Fax Number
Email

2. Facilities Available

Meeting Room 1 Holds 16 people. Boardroom style. Ground Floor. Video Conferencing (service charges apply). PowerPoint Presentation (must be on a USB stick or CD). Digital Whiteboard. Broadband Access. Catering (charges apply).

Meeting Room 2 Holds 18 people. Boardroom style. 1st Floor. PowerPoint Presentation (must be on USB stick or CD). Broadband Access. Catering (charges apply).

Café Area Holds 150 people. Ground Floor. PowerPoint Presentation (must be on a USB stick or CD). Wi-Fi Access. Catering (charges apply).

Available between 9.30am–5pm. Enquire with FGS Centre Manager if you require extended times.

3. Your Requirements Please refer to section 2 above for the facilities available for specific rooms.

Date/s

Time: from

Time: to

Room Type

Meeting Room 1

Meeting Room 2

Café Area

Set-Up

Video Conferencing

PPT Presentation

Digital Whiteboard

Broadband

Wi-Fi

Catering

Tea/Coffee/Water

Serving Times

Number of People

Buffet

Serving Times

Number of People

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4. Special Dietary Requirements

5. Additional Information

6. Booking Conditions

- 6.1** Any damage caused to the rooms, furniture or equipment must be paid for.
- 6.2** Ensure that the sound levels complies with Health Authority requirements and does not cause a nuisance to other people inside or outside the building.
- 6.3** Seek permission before any electrical equipment is brought into the rooms and ensure that the equipment has been PAT tested.
- 6.4** Ensure that all members of the booking party are advised of FGS fire evacuation procedures.
- 6.5** Ensure that no more than the maximum permitted number of people are admitted.
- 6.6** Leave the hired accommodation in as clean and good order as at the start of their use.
- 6.7** Ensure that no decorations (internal or external) are put up, and no alteration is made to the arrangement of the rooms without agreement in advance from the Centre Manager.
- 6.8** Ensure that no blu-tack, nails, screws, drawing pins or other fittings are driven or fixed into any part of the meeting rooms.
- 6.9** Vacate the rooms by the end of the booking time.
- 6.10** Any event where alcohol will be served requires a £100 deposit.
- 6.11** Unless agreed in advance with the FGS Centre Manager all events must take place between 9.30am–5pm.
- 6.12** All payments relating to room hire, refreshments and buffet must be made in line with Derby City Council's financial regulations.

7. Signature

Signed

Print Name

Dated

Office Use Only - IPROC number