

# Room booking form

**Date of Meeting:**

**Time:**

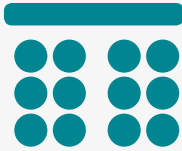
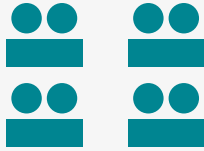

**Event Title:**

(Please note this will be used on digital signage to direct your delegates)

**Number of attendees:**

**Are you booking this room for a public event?** Yes No  
**If so, would you like to be contacted about our promotional package?** Yes No

**Room Layout:**

 Boardroom	 Theatre	 Classroom	 U-shaped
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These layouts are not available for all rooms. Please see the [hire charges and room capacity sheet](#) for more information

**Do you require a room with AV equipment?** Yes No

**Special requirements:** flip chart stand  
other

**Have you booked catering?** Yes

**Company name & address:**

(For Worcestershire County Council colleagues please enter your directorate, cost centre & G/L code)

**Contact person:**

**Contact email:**

**Telephone number:**

**Description of Business:**

**Invoice details:** (Please complete if different to the above)

**Company name and address**  
(please include post code)

**Purchase order number**

When completed please email this form to [bookings@thehiveworcester.org](mailto:bookings@thehiveworcester.org)

**For Office Use Only**

Ref	Room	Invoice amount
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