

ARTWORKERS GUILD TRUSTEES LTD

6 QUEEN SQUARE • BLOOMSBURY WC1N3AR • PREMISES BOOKINGS 020 7278 3009 • PREMISES BOOKINGS FAX 020 7833 1828

To avoid confusion, please complete one form per event; no form = no booking
[please ensure latest tariff is always sent with booking form]

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CONTACT DETAILS - YOU

Name of your organisation _____

Your name _____

Fax number for confirming bookings _____

Your role in the organisation _____

Your telephone number (work) _____ Your contact number (home) _____

Best time to contact you _____

Names and contact numbers of other officers in your organisation likely to be connected to this event _____

Your e-mail (if any) _____

Invoices to be sent to:

Name _____

Address _____

Telephone _____ Fax _____

CONTACT DETAILS - US

Guild Steward - Elspeth Dennison: 020 7278 3009

Confirmation sent (date) _____

CATERING

Nos. Attending _____ Self service

Tea / coffee Biscuits

Wine Sandwiches

Juice / water Nuts / crisps

Other Table-cloths

TYPE OF EVENT

Seminar / Social / Trade? Please mark

Catering Y/N

Food Y/N

Alcohol Y/N If Yes, is it for sale? Y/N

STEWARDS CHECK LIST ON THE NIGHT

Equipment all provided as per booking form

Keys handed over

Projectors working / carousels available and serviceable

Hires manual handed over and contents explained

Rubbish procedures explained

Emergency procedures explained

Any extras signed for _____

Signed (Steward or other Guild officer) _____

TIMINGS

Date of event _____

Date of this reservation _____

Time of arrival to set up _____

Start of event _____

Completion of event _____

Expected vacation of premises _____

Total booked hours _____

ROOMS REQUIRED

Lecture Hall & Committee Room

Committee Room - ground floor

Gradidge Room - first floor

EQUIPMENT NEEDED

Tables / nos. required _____

Chairs / nos. required _____

KODAK 35mm slide projectors (quantity) _____

Caroussel _____

AV digital projector

Pointer

OHP

Other _____
