

## Application for Room Hire

### Your details

---

Title:                      Initials:                      Surname:  
 Address:

Postcode:  
 Telephone:    Fax:    Email:

Company/Organization Name:  
 Company/Organization Contact:

Name of Event:  
 Event Dates:    Time:  
 Number of Participants:

### Your requirements

---

#### Room/Space Requested:

Full Conference Suite	<input type="checkbox"/>	Breakout Room	<input type="checkbox"/>
Half Conference Suite	<input type="checkbox"/>	Garden	<input type="checkbox"/>

#### Seating Arrangements:

Circle of Chairs	<input type="checkbox"/>	Theatre style	<input type="checkbox"/>
Rectangular meeting table	<input type="checkbox"/>	Groups around tables	<input type="checkbox"/>

#### Equipment Hire:

Flip Chart	<input type="checkbox"/>	White board	<input type="checkbox"/>
Projector	<input type="checkbox"/>	Laptop	<input type="checkbox"/>

#### Catering:

Tea & Coffee with biscuits	<input type="checkbox"/>	Tea & Coffee with cake	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	Dinner	<input type="checkbox"/>

Special dietary requirements.....

#### Accommodation:

We are also able to offer accommodation for up to 59 guests. Please contact the Pax Lodge office for more information and to check availability.

I apply for the hire of the room and equipment as specified on the date and time given above. In the event of this application being accepted, I agree to pay the hiring fee. Where this application is made on behalf of a group, I can confirm that I have their authority to bind them by signing the application on their behalf.

Signed \_\_\_\_\_ Date \_\_\_\_\_