

Students' Union room booking form

Complete all sections of this form and return it to the Administration Office of the Students' Union.

The name of the person running the event.

Full contact details (phone number, e-mail address)

The name of the room you wish to book

The day of the week, date and time you need the room

Day Date ... /... /... Start time Finish time.....

The title of the event

The number of attendees

Refreshments required (fill out overleaf)

Yes/No

FOR OFFICE USE ONLY

Date booking received:

Date of event:

Room free? **YES / NO**

Room booked for this event **YES / NO**

Refreshments required **YES / NO**

Booked with Catering? **YES / NO**

Approved by.....(Staff member)

Refreshments request

| OPTIONS | PRICE PER PERSON | NUMBERS REQUIRED |
|-------------------------------------|------------------|------------------|
| Water & Cups | 50p | |
| Tea/Coffee | 75p | |
| Canned coke/ Diet Coke | 60p | |
| Muffins / Flapjacks | 80p | |
| Assorted biscuits | 50p | |
| Fruit | 30p | |
| Sandwiches | £1.25 | |
| General Buffet (cold) | £5.00 per head | |
| Executive Buffet (mixed hot & cold) | £7.50 per head | |
| Total | | |

OFFICE USE ONLY.

All orders will be placed with a member of coffee shop staff a minimum of **5 days** in advance of requirements.

All orders will be ready 30 mins prior to your meeting starting.

All orders to be signed by a Head of Department.-

Date of Meeting / /

Time of meeting

Received by To be signed by member of coffee shop staff.

Cost Centre: