

milkandsugar events venue and gallery space
Events Booking Confirmation Form

Organisation	
Address	
Post Code	
Contact Name	
Position	
Telephone	
Fax	
Email	

Event Date	
Event Title	
Brief Description	
Timings	
Number of delegates	

Hire Charges

Please indicate with an **x** the rate that applies to your booking.

Seminar Suite	Full Day		Half Day (max 4 hours)		Evening (after 5pm, max 4 hours)	
Private Sector	£450		£300		£360	
Public/Voluntary/Charity/ Community Sector – 15% discount	£382.50		£255		£306	

Equipment/Facility Requirements

Please indicate with an **x** the equipment you require: -

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Digital projector and screen | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lap-top | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DVD | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Plasma Screens | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Flip chart | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Clip on Microphone | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hand held Microphone | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Lectern | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Room Layout Requirements

Please indicate with an **x** the layout you require: -

Layout	Max Number of Delegates	Required?
Theatre Style	65	
Classroom	30	
Boardroom	30	
Cabaret	30	
Reception (Standing only)	120	

Catering Requirements

milkandsugar can offer refreshments and catering for your event. If you would like additional information on these services, please tick the box and we will send you the information .

Invoice Details

Invoice Address (if different from address above)	
Purchase Order Number (if required)	

Confirmation

Please refer to the **Terms & Conditions of Booking** found on our website and sign below to confirm your booking and your agreement to the terms and conditions. Please forward completed booking forms to Anna Johnson at: **milkandsugar**, The Tea Factory, 82 Wood Street, Liverpool, L1 4DQ or fax to 0151 703 0108. Alternatively, e-mail it to anna.johnson@member.riba.org

Signed	
Print Name	
Organisation	
Date	

Tel: 0151 707 4380

Web: www.milk-and-sugar.co.uk