



VAUXHALL TAVERN MEETING ROOM & CONFERENCE ROOM BOOKING FORM

- **Room Hire, day rate, half day rate and hourly rates:**
 - **Conference Room full day £250 plus VAT**
 - **Meeting Room full day £150 plus VAT**
 - **Bar Area, Film Location Shoot, Product Launches & Training – Price on request**
- Bookings are subject to availability
- All facilities and equipment should be left in a clean, working condition
- Wib Fi is available upon request
- Please note whilst the TV remote control in the Conference Room are in the hands of the client, the client will be held liable and responsible for any loss or damage to the equipment
- Bookings will be invoiced at time of confirmation as payment is required in advance

Meeting Room	Date	Time (Start – finish)	Number of people	Projector (To be collected from CC reception)
Conference Room				N/A
Meeting Room				N/A

Client Details

Company	
Contact Email	

Please -email or bring this booking form to reception.

john@vauxhalltavern.com

Booking will be confirmed by email.

Cost	Booking confirmed	Booking unavailable	Workspace Signature
+VAT			

***All Cancellations must be received 24 hours prior to the booking time. Otherwise an invoice will be raised with the full amount.**