

## Floor 1 Booking Form

Please complete and return to  
[bamburgh@breezecreatives.com](mailto:bamburgh@breezecreatives.com)



Name

Booking Date

Organisation

Booking Time

Address

Please describe the nature of your event

Telephone

Email

Round Tables (max 10)

Tea & Coffee (number of people for)

Rectangular Tables (max 10)

Chairs (max 100)

Video Projector (£5)

Vocal PA (£5)

Table Cloths (£20)

Flip Chart (£5)

Induction Loop

Technical Support  
(£10 per half hour)

- Booking time must include half an hour before and after the event to cover hirer's set up and take down
- A non-refundable deposit equating to 25% of the room hire fee is required to secure the booking
- Computer/laptops must be provided by the hirer
- Video projectors require HDMI/VGA input
- Any changes to equipment/setup must be confirmed at least 24 hours before the event