

20 September 2017

Marie Bushby

Social Club AGM

I am writing to confirm the following room booking(s) at the Guildhall.

<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Room</u>
23 Nov 2017	12:30 - 14:00	Guildhall	Aix-en-Provence

Before your meeting:

- Please confirm the booking by completing and returning this form to guildhall_roombookings@bathnes.gov.uk;
- Should you need to cancel your booking, please provide at least 48 hours' notice to avoid charges. Bookings cancelled without due notice will be charged the hire charge for the period.

After your meeting:

- Please remove rubbish and paperwork, and leave the room clean and tidy;
- Inform the Building Staff that you have finished, so that the staff can secure the room and dismantle / prepare for subsequent meetings (7793).

If you have any further queries please do not hesitate to contact me.

Guildhall Room Bookings
Guildhall
01225 477793
www.bathnes.gov.uk

GUILDHALL ROOM BOOKINGS

All booking requests are dealt with in chronological order of receipt. Once you have completed this form, please return it by email attachment to: guildhall_roombookings@bathnes.gov.uk

Please note: Internal room bookings are part of the Council's everyday business, hosted by Officers or elected Members of Bath & North East Somerset Council.

Room	Theatre style	Boardroom style	Café Style
Brunswick Room	100	40	70
Kaposvar Room	60	25	50
Aix-en-Provence Room	60	20	40
Banqueting Room	360	--	180
Council Chamber	120	12	--

Name:	Tel:
Department:	Meeting Date:
Title of Meeting / Brief Description:	
Expected number of attendees:	
Room(s) Required:	
Start Time (including set up time):	Finish Time (including dismantle time):

Room Layout / Style:	Numbers:
Boardroom	
Theatre	
Café	
Catering serving tables required:	

Any Other Setup Requirements:
