



Booking Form

EVENT DETAILS:

Name of organisation: _____

Name of contact/organiser: _____

Address: _____

E-mail address: _____

Telephone No: _____

E-mail: _____ Mobile: _____

Title of Meeting: _____

Day(s) of Meeting: _____ Date(s) of Meeting: _____

Commencement Time: _____ Finishing Time: _____

Time access required to building: _____ Expected number of participants: _____

Have you previously hired a room at the LMI: Yes No

If your meeting falls on a number of days, please state access and finishing times _____

ACCOMMODATION REQUIREMENTS (PLEASE TICK):

Lecture Theatre (maximum 120)

Wolfson Seminar Room (maximum 40):

Seminar seating (up to 40) Board Room seating (up to 28) Classroom seating (up to 30)

Horseshoe seating: single (up to 25) double (up to 40)

Cecil Gray Seminar Room (maximum 30):

Seminar seating (up to 30) Board Room seating (up to 22) Classroom seating (up to 24)

Horseshoe seating: single (up to 15) double (up to 30)

Council Room (maximum 30):

Seminar seating (up to 30) Board Room seating (up to 16) Classroom seating (up to 27)

Horseshoe seating: single (up to 15) double (up to 30)

President's Room (maximum 10)

Gallery/Oak Study/Dining Area – for displays / buffet / dining area (up to 120 standing, seating 90)

Lunch or Buffet Dining Area: No. of persons

Display Area: How many trade stands are required? With electrical supply?

Sit Down Dinner: No. of persons

Bar (bar facilities available for hire up to 11pm. This must be booked in advance) Times required: from to

AUDIO-VISUAL REQUIREMENTS (PLEASE TICK):

Computer projection

TV/Video

Overhead Projector

Slide Projection

Flipchart How many?

Microphones (in Lecture Theatre only)

Visualiser (for books, manuscripts, x-rays and objects)



CATERING REQUIREMENTS: (see catering sheet for sample menus and list of caterers)

Please clearly state requirements, including, refreshments breaks, lunch menu and for how many:

ADDITIONAL REQUIREMENTS: (including special dietary requirements)

TERMS OF BOOKING:

Room Hire Only

Daily Delegate Rate

INVOICE:

Please state name and address of person to whom the invoice for this booking should be sent (if different from the name of the organiser stated on the previous page)

Name: _____

Please state purchase order number (if applicable):

Address: _____

I have read and agree to abide by the terms and conditions

Signature: _____

Name (block capitals): _____ Date: _____

TERMS AND CONDITIONS OF HIRE:

1. All bookings and dates offered would be kept open for 14 days, by which time a completed booking form should be received by the LMI Conference Centre.
2. The LMI may cancel or not accept the booking if it might prejudice the reputation of the Institution.
3. On receipt of written confirmation, the terms and conditions will be deemed as accepted by the customer. Cancellation subsequent to that acceptance or notification of reduced attendance must be made in writing and may render the client liable for the following cancellation charges:-
 - Cancellation within 6 weeks of date of meeting - 50% of total costs
 - Cancellation within 4 weeks of date of meeting - 75% of total costs
 - Cancellation within 2 weeks of date of meeting - 100% of total costs
4. Final numbers must be confirmed not less than five full working days in advance of the booking.
5. All charges will be invoiced on completion of the event.
6. Payment, within 30 days should be payable by cheque to 'LMI Trading Company Ltd'.
7. The customer will be held liable for any damage caused by their presence.
8. Any additional charges not accounted for on the original estimate will be added to the final invoice.
9. Agreement to use outside suppliers to provide any equipment or service must be agreed in advance with the LMI.
10. The customer must ensure that all delegates comply with the health, safety, fire and general instructions issued by the LMI.
11. The LMI building is a no smoking building.
12. Vehicles parked at the LMI or at the neighbouring Cathedral car park are at owner's risk. Vehicles left in LMI car park out of hours must be by prior arrangement only. A charge will be applied for a car to be released out of hours.
13. The LMI will accept no responsibility or liability for the loss or damage to personal effects belonging to customers/delegates or for the delivery/collection of conference display materials.