



North London Limited Meeting Room Booking Form

Please complete fully, sign and return with payment to North London Limited.

Hirer's details

Full name and title

Organisation name

Address for correspondence

E-mail

Telephone

Fax

Date of meeting

Start time End time

Total hours

Number of delegates

Please enter charges as applicable:

Room hire	£25.00 per hour	£
Laptop (with internet) and LCD projector	£10.00 per hour	£
Tea, filter coffee, biscuits	£2.50 per delegate	£
Orange juice and mineral water	£1.95 per litre	£
Pastries	£3.50 per delegate	£
Sandwiches, fruit & pastries	From £5.50 per delegate	£
(Please note that we are not VAT registered)	Total	£

Special Instructions

Please ensure you have checked room availability prior to sending this booking form. By signing below you confirm the details of hire above and that you have read and agree to the terms and conditions of hire. Please enclose a cheque for the total amount made payable to 'North London Limited'; a receipt will be dispatched once funds have cleared.

Signed: Date:

Please send this completed form with remittance to:
 North London Limited, 1st Floor, Heron House, Hale Wharf, Ferry Lane, London N17 9NF.