

Auditorium Booking Form

Name of Group _____

Name of Organiser _____

Address _____

Telephone Number _____ Email _____

Date of Hire Period _____ Times of Booking _____

Purpose of Visit _____

Target Number of Attendees _____

We require to use the:

Whole Auditorium (max 250) Main Wessex Auditorium (max 150)
Breakout Rooms: Dorset Hampshire

We require the following tech arrangements:

We would like to hire an audio/visual technician:

We would like to use our own audio/visual technician:

(Subject to the availability of a technician or your own person responsible for using the tech meeting with Moorlands technical support team a minimum of 2 weeks before the start of the booking)

We require the following catering arrangements:

Tea/Coffee/Fruit & Biscuits 2 Course Lunch Sandwich Lunch
(During term time subject to availability)

Times of Refreshments & Lunch:

Extra Rooms Required

Seminar Room (small) Seminar Room (large) Lecture Room Community Hub
(During term time Community Hub subject to availability)

I enclose a non-returnable deposit of £20

Our Insurer is: _____

You are advised to ensure that you have adequate insurance cover for your booking.

(Moorlands College reserves the right to refuse any booking with unsatisfactory cover)

Signed _____ Organiser _____ Date _____

has been shown the system when they meet up with Moorlands technical support department.