

# APPLICATION CONTRACT FOR HIRE

Before completing, please read the Condition of Hire terms enclosed



Name of organiser: Isabelle Etheridge

Name of person running the event:  
(if different from above) TBC

Name of organisation: FPS

Address: Forum Court, Office 205, Devonshire House  
Business Centre, 29-31 Elmfield Rd., Bromley, Kent, BR1 1LT

Tel: 020 8663 0947 Email: fps@fps.org.uk

Name and address for invoice  
(if different from above): \_\_\_\_\_

Title of meeting: FPS Quarterly Committee Meeting

Date of meeting: Friday 20th October 2017

Time from: 1300 Time to: 1700

**Rooms booked:**  
(please tick as appropriate) 1  2  3  4  5  6  7  8  9  Mander Hall

*Please be aware rooms selected are not guaranteed.*

## Number Attending and Room Layout:

Classroom	<input type="text"/>	Boardroom	<input type="text"/>	Theatre	<input type="text"/>
Horse shoe (no tables)	<input type="text"/>	U Shape (with tables)	<input checked="" type="checkbox"/>	Cabaret	<input type="text"/>

Additional Information: Final numbers, catering & AV requirements TBC

## ADDITIONAL EQUIPMENT

LCD Projector	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	OHP	<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>
Slide Projector	<input type="checkbox"/>	DVD & Monitor	<input type="checkbox"/>	Lectern	<input type="checkbox"/>	Pin Board	<input type="checkbox"/>

### Additional equipment Mander Hall only (Costs Apply):

Digital audio recording  Roving mic  Lapel mic

## CATERING REQUIREMENTS

*Please be aware 50% deposit for catering must be paid prior to event*

Tea, Coffee and Biscuits  Tea and Coffee   
Please Enter Quantity: 20 approx. (TBC)

Arrival	<input type="text"/>	Arriving mid-afternoon	<input type="text"/>
Arriving mid-morning	<input type="text"/>	Arriving late afternoon	<input type="text"/>

