

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) Grace Hawkins

Name of organisation: FPS

Address: Forum Court, Office 205, Devonshire House Business Centre,
29-31 Elmfield Road, 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 Meeting

Date of meeting: 24/4/17

Time from: 9.30am Time to: 1pm

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:

ADDITIONAL EQUIPMENT

LCD Projector	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	OHP	<input checked="" 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	<input type="checkbox"/>	Roving mic	<input type="checkbox"/>	Lapel mic	<input type="checkbox"/>
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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:

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

CATERING REQUIREMENTS

All catering requirements must be given a minimum of a week prior to event

Please state your choice of menu from the following options:

Please specify time:

Working Lunch 1	Quantity:	<input type="text"/>	Time:	<input type="text"/>
Working Lunch 2	Quantity:	<input type="text"/>	Time:	<input type="text"/>
Working Lunch 3	Quantity:	<input type="text"/>	Time:	<input type="text"/>
Morning Pastries & Fruit	Quantity:	<input type="text"/>	Time:	<input type="text"/>
Fresh Fruit Platter	Quantity:	<input type="text"/>	Time:	<input type="text"/>

If choosing the Fork Buffet Menu, please select your options and insert in the box below:

Fork Buffet Menu 1	Quantity:	<input type="text"/>	Time:	<input type="text"/>
Fork Buffet Menu 2	Quantity:	<input type="text"/>	Time:	<input type="text"/>

If choosing the Canapes, please select your options and insert in the box below:

Canapes	Quantity:	<input type="text"/>	Time:	<input type="text"/>
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Additional Information:

Final numbers and catering TBC

Any special dietary requirements: _____

Please telephone to discuss any further catering requirements.

I apply for hire of room(s) at Hamilton House as set out above. I have read and agree to abide by the Conditions of Hire. I enclose hire charge deposit of 50%, made payable to the National Union of Teachers for room hire. I enclose 50% payment to Bartlett Mitchell for catering. **Please note that funds need to be cleared five days prior to event.** The balance being due immediately on receipt of an invoice following the event. (T&C's apply when changing dates).

Signed: *I. Egan*

Date: 20/04/17

Please fill out the deposit information below:

Cheque reference:	<input type="text"/>	Payment reference number:	<input type="text"/>
Amount NUT:	<input type="text"/>	Amount Bartlett Mitchell:	<input type="text"/>

PURCHASE ORDER NUMBER

Two Purchase Order Numbers are needed, one for room hire and one for catering:

PO No. NUT:	<input type="text"/>	PO No. Cooks & Partners:	<input type="text"/>
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