**Training & Board Room Hire Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Half Day** | **Full Day** | **Out of Hours** |
| Board Room (10 capacity) | £30 | £50 | POA |
| Training Room (20 capacity) | £50 | £75 | POA |

|  |  |  |  |
| --- | --- | --- | --- |
| **Non-Members** | **Half Day** | **Full Day** | **Out of Hours** |
| Board Room (10 capacity) | £50 | £70 | POA |
| Training Room (20 capacity) | £75 | £100 | POA |

**Cost includes:**

* Equipment (please identify your needs in advance)
* Free Parking
* Free WIFI

**Additional Cost:**

* Lunch and refreshments are available upon request.

For further information contact [nimeetingroom@arcuk.org.uk](mailto:nimeetingroom@arcuk.org.uk) or telephone 028 9038 0960

ASSOCIATION FOR REAL CHANGE (NORTHERN IRELAND)

ROOM HIRE BOOKING FORM

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Group** |  | | | | | | | |
| **Contact Person** |  | | | | | | | |
| **Address** |  | | | | | | | |
|  | | | **Postcode** | | |  | |
| **Telephone** |  | | | | | | | |
| **Email** |  | | | | | | | |
| **Date Required** |  | | | | | | | |
| **Times** | **From** |  | **To** | |  | **Numbers** | |  |

**Room Required:** Training Room  (maximum 25) Board Room  (maximum 10)

Are you an ARC member? Yes  No

**EQUIPMENT**

Hire of the following equipment is inclusive of Room Hire. Please indicate which is required.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Flip Chart and pens | |  | Laptop | | | |  | | | |
| Multi-media Screen | |  |  | | | |  | | | |
| **CATERING** |  | **NUMBERS** | | **TIME** | | | |  | **ROOM LAYOUT** | | | |
| Tea/Coffee | £0.75 |  |  |  |  | |  |  | Board Room  (maximum 10) | |  | |
| Tea/Coffee & Biscuits | £1.00 |  |  |  |  | |  |  | U Shape  (maximum 12) | |  | |
| Tea/Coffee & Scones | £1.90 |  |  |  |  | |  |  | Theatre  (maximum 25) | |  | |
| Lunch | Available on request |  |  |  |  | |  |  | Class Room  (maximum 20) | |  | |
|  |  |  |  |  |  | |  |  |  | |  |  |

Note:

As a representative of the above named group I have read the Term and Conditions for Room Hire and agree to be bound by them.

Signed Date

**All bookings are considered provisional until the BOOKING FORM is returned to ARC (NI)**