



ICIS : information for life  
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 Phone: 01903 859928 (for admin matters only)  
 Fax: 0903 777601  
 Email: admin @icis-info4life.org.uk

## ROOM AND EQUIPMENT HIRE FORM

### Room hire

Two ground floor rooms are available during office hours 9am – 4.30pm. There is level access, an accessible toilet and kitchen facilities. Parking is available adjacent to the premises. Please confirm in advance if an accessible parking space is required. ICIS is a non-smoking environment.

Room 1 (for about 10 people): £10 per hour, or £40 for the whole day  
 Room 3 (for about 5 people): £5 per hour, or £20 for the whole day

### Refreshments

Tea, coffee and biscuits can be provided for room hirers at a minimum charge of £5 plus VAT.

### Equipment hire

The following equipment is available for hire. For a multi-day hire, a separate quote will be agreed.

Overhead projector/screen: ..... £5.00 per day/session  
 Flip chart and pens: ..... £2.50 per day/session  
 Photocopying: ..... 5p per A4 sheet  
 A table-top display board: ..... £10 a day

A digital projector, TV and video recorder may also be available for hire. Please phone for more information, and to discuss costs.

All equipment hire costs are subject to VAT.

### BOOKING REQUEST

*(please complete and return to the address above)*

Name and address of hirer .....

Tel: .....

Email: .....

Fax No: .....

Room required: Room 1  Room 3  *(please tick in appropriate box)*

Date and time required .....

Purpose & numbers expected .....

Refreshments required? Yes  For how many?  Accessible parking space required?

Equipment required: .....

### To be completed once availability has been confirmed and costs agreed.

Agreed charge ..... Date booking made .....

Signed by hirer .....