

# GTA Room Hire Form



## Please complete all fields

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Booking details

Date room required: \_\_\_\_\_ Time room required: \_\_\_\_\_

No. of attendees: \_\_\_\_\_

### Room Layout

U-Shape      Classroom      Theatre      Boardroom      Other \_\_\_\_\_

### Equipment

1 x LCD Projector and Screen included in the rate card price

Laptop(s)      Flipchart(s)      TV/Webcam

### Refreshments

Tea/coffee      Tea/coffee & biscuits      Tea/coffee - unlimited

### Special arrangements / access requirements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Terms & Conditions

Please complete this room booking form and return it, either to the address below or via email. Reservations are subject to written acceptance and confirmation. All cancellations must be made in writing. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the date room required. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to the date room required.

## Contact

St Peter Port House, Union Street, St. Peter Port GY12PT

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[gta.gg](http://gta.gg)

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