Booking Form

Thank you for your interest in booking Lift. Please complete all relevant details in the form below.

Queries can be made by emailing [bookings@isledon.co.uk](mailto:bookings@isledon.co.uk) or 020 3727 0983

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation Details** | | | | | | |
| **Lead Contact Name** |  | | | | **Name of organisation** |  |
| **Address** |  | | | | | |
| **Primary Contact No** |  | | | | **Mobile On The Day** |  |
| **Email** |  | | | | | |
| **Are you a Charity?** | **Yes** |  | **No** |  | **Charity Number** |  |
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| **Invoicing Details**  (Please complete field below if different from above) | | | |
| **Invoicing Contact Name** |  | **Email** |  |
| **Main Phone Number** |  | **PO/Buyer Number** |  |
| **Invoicing Address** |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Details** | | | | | | | | | | | |
| **Event Title** | |  | | | | | | **Date of Hire *Please state any reoccurrences*** | | |  |
| **Event Description** | |  | | | | | |  |
| **Room Choice Options can be found here -** [**http://www.liftislington.org.uk/venuehire**](http://www.liftislington.org.uk/venuehire) | | | | | | | |  | | | |
| **Room Layout**  ***Please tick preference*** | **Cabaret** | | | |  | | **Resources needed**  **P*lease state quantity if known*** | | **Chairs** | |  |
| **Board Room** | | | |  | | **Tables** | |  |
| **Classroom** | | | |  | | **Meeting Support Requirements**  ***Please see price list*** | | **Projector & Screen** | |  |
| **Open Space** | | | |  | | **Laptop** | |  |
| **Other *Please detail*** | | | |  | | **Flipchart** | |  |
| **Portable Speakers** | |  |
| **Expected attendance** | | | | |  | | **Additional needs and Support** | |  | | |
| **Number of young people at your event? 13-19yrs** | | | | |  | | **Have you created a risk assessment for your event? If so please attach.** | | | | |
| **Timings & Catering**  (Please take a look our catering menus and state below your choices) | | | | | | | | | | | |
|  | | | **Time** | **Catering Timing** | | **Requirements** | | | | **Quantity** | **Cost (office use)** |
| **Access Time** | | |  |  | |  | | | |  |  |
| **Delegate Arrival Coffee** | | |  |  | |  | | | |  |  |
| **Start of Session** | | |  |  | |  | | | |  |  |
| **Mid-Morning Break** | | |  |  | |  | | | |  |  |
| **Lunch** | | |  |  | |  | | | |  |  |
| **Start of Session** | | |  |  | |  | | | |  |  |
| **Afternoon Tea** | | |  |  | |  | | | |  |  |
| **End of Session** | | |  |  | |  | | | |  |  |
| **Departure** | | |  |  | |  | | | |  |  |
| Please note that between Monday - Saturday there is additional out of hours charge of £60 + VAT before 9am and after 5pm. And on Sundays this charge is £15 per hour + VAT. | | | | | | | | | | | |

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| **Car Parking** | | | |
|  | **Driver name** | **9am-5pm** | **5.30-9pm** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

|  |  |
| --- | --- |
| **For Admin Use Only** | |
| **Room Charges** |  |
| **Catering Charges** |  |
| **Equipment Charges** |  |
| **Car Park Charges** |  |
| **Discounts issued** |  |
| **Grand Total** |  |

We aim to get back to all booking enquiries within 5 working days. Please note filling in this form is not a confirmation. Confirmation of booking will be sent via email once finalised.   
You can see pictures of the venue here: <http://www.liftislington.org.uk/venuehire>