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 or 020 3727 0983

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| **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** |  |  |  |

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| **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>