

Room Layout / Equipment Booking Form

Name of Organisation / Course	Contact Name	Telephone Number	Number of People	Date / Day / Time - room is required

Please tick box for room layout and also please tick box for any equipment required.

Semi-circle of chairs	<input type="checkbox"/>
Rows of chairs	<input type="checkbox"/>
Block of tables	<input type="checkbox"/>
Classroom style of tables	<input type="checkbox"/>
Horseshoe of tables	<input type="checkbox"/>
Tiered seating (Rooms G1 & G7 only)	<input type="checkbox"/>
Theatre lighting (Rooms G1 & G7 only)	<input type="checkbox"/>
Interactive Whiteboard/Projector/Computer (Rooms F1, F2, F8 only)	<input type="checkbox"/>

AS STANDARD WE PROVIDE A WHITEBOARD WITH MARKER PEN.

INDUCTION LOOP SYSTEM AVAILABLE IN ALL ROOMS.

Carousel projector & stand	<input type="checkbox"/>
Overhead Projector (OHP) on stand	<input type="checkbox"/>
VHS Video/TV	<input type="checkbox"/>
Portable cassette/CD Player	<input type="checkbox"/>
Data Projector	<input type="checkbox"/>
Gateway Laptop(s) – enter quantity	<input type="checkbox"/>
Mini Disc Player	<input type="checkbox"/>
DVD Player	<input type="checkbox"/>
Flipchart	<input type="checkbox"/>
Piano	<input type="checkbox"/>
Piano Tuning (extra)	<input type="checkbox"/>
Music Stand(s) – enter quantity	<input type="checkbox"/>