

# Facilities Hire

Contact name:

Company name:

Company address:

Contact number:

Date requested:

Times: from:  to:

Type of event:

Number of delegates:

**General Requirements** Please tick all that are required:

Small meeting room (up to 6 people) <input type="checkbox"/>	Flipchart <input type="checkbox"/>
Medium sized meeting room (up to 10 people) <input type="checkbox"/>	AV equipment Projector / Screen <input type="checkbox"/>
Large meeting/conference room (up to 25 cabaret style / 35 theatre style) <input type="checkbox"/>	Car parking (evenings and weekends) <input type="checkbox"/>
Receptionist service <input type="checkbox"/>	Tea/coffee/soft drinks/biscuits <input type="checkbox"/>

For an additional charge we can also provide the following Please tick all that are required:

Photocopying and Faxing facility <input type="checkbox"/>	Telephone conferencing facility <input type="checkbox"/>
IT Manager on site (office hours) <input type="checkbox"/>	Lunch: <input type="checkbox"/>

## *Location and Accessibility:*

*We are situated in Church Street Warwick and the Athenaeum is Grade II Listed. One of the drawbacks of such a historic building is that we are unable to provide access to toilet facilities for wheelchair users.*



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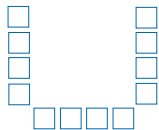
# Facilities Hire

Number of people to cater for:

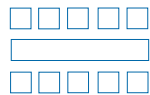
Special dietary requirements:

**Room Layout** Please indicate:

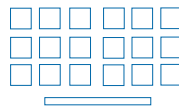
Horseshoe



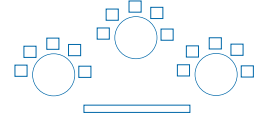
Boardroom



Theatre



Cabaret



Additional requirements:

To make a booking please send this form to: [customerservices@educationforhealth.org](mailto:customerservices@educationforhealth.org)

For enquiries call: 01926 493313

Once your booking form has been received, we will contact you with a quotation that reflects your individual requirements.

The Athenaeum, 10 Church Street, Warwick, CV34 4AB

Charity registration no. 1048816 | Company registration no. 3090774



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