**1. Event organiser details**

|  |  |
| --- | --- |
| Contact name | Name. |
| Company or sole trader name | Company or sole trader name. |
| VAT registration number, if applicable | VAT registration number, if you are a sole trader please specify ‘sole trader’. |
| Charity registration number, if applicable | Charity registration number - if you are not a registered charity, please specify ‘not applicable’. |
| Invoice address (including post code) | Invoice address. |
| Telephone number | Telephone. |
| Email address | Email address. |
| Purchase Order Number / Reference | PO / reference. |

**2. Event planner –** You can plan up to 25 events on this booking form. Please complete the below table to inform us of your requirements.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title of event**  (this will be displayed on our screen in reception) | **Date of event** | **Start time** | **End time** | **Overall number of delegates and facilitators** | **Room set up requirements** | **Catering required?** | **Additional ICT required?** | **Room allocated** (PDC office use) |
| 1 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 2 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 3 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 4 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 5 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 6 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 7 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 8 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 9 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 10 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 11 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 12 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 13 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 14 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 15 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 16 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 17 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 18 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 19 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 20 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 21 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 22 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 23 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 24 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |
| 25 | Click here to enter title | Enter date | Start time | End time | No. participants | Choose layout | Catering | Please select |  |

**3. Room hire rates and capacities**

Our rooms can be presented in a variety of layouts. Each layout has a maximum capacity which has been reduced in line with social distancing standards. Please see below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Room** | **Daily rate**  Any 8 hour period between 7:30am and 6:30pm Monday to Friday. | **Standard hourly rate**  Between 7:30am and 6:30pm Monday to Thursday and 5pm on Friday. | **Evening and weekend hourly Rate**  After 6:30pm Monday to, Thursday, after 5pm Friday and at weekends | **Floor** | **Room dimensions** (in metres) | **Room square metres**  **m²** | **Maximum delegate capacities**  This varies per room based on the required set up | | | | | | |
| **Theatre** chairs only | **Classroom one** | **Classroom two** | **U Shape**  tables and chairs | **U Shape**  chairs only | **Conference**  boardroom | **Interview** |
| **G04**  Main Hall | £580.00 | £90.00 | £135.00 | Ground | 17.2 x 10.5 | 180 | 35 | 28 | 24 | 15 | 18 | 18 | 5+ |
| **101** | £375.00 | £60.00 | £90.00 | First | 11.4 x 6.5 | 74 | 14 | 11 | 10 | 8 | 11 | 10 | 5+ |
| **103** | £300.00 | £45.00 | £67.50 | First | 9.6 x 5.9 | 56.5 | 9 | 6 | 6 | 6 | 8 | 8 | 5+ |
| **105** | £350.00 | £52.50 | £78.00 | First | 13.5 x 5 | 67.5 | 14 | 10 | 10 | 9 | 10 | 10 | 5+ |
| **106** | £280.00 | £40.00 | £60.00 | First | 8.25 x 4.98 | 41 | 8 | 5 | 6 | 5 | 7 | 6 | 5+ |
| **107** | £350.00 | £52.50 | £78.00 | First | 9.6 x 6.1 | 58.5 | 10 | 6 | 6 | 6 | 8 | 8 | 5+ |
| **Café** | Not available | Not available | £100.00 | Ground | 12.8 x 6.4 | 82 | Café style setup only – max 11 | | | | | | |

Below is a guide to the range of layout styles we offer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Theatre** (chairs only) | | **Conference** (boardroom) | |
| **Classroom one** | | **Classroom two** | |
| **U shape** (tables and chairs) | **U shape** (chairs only) | | **Interview** |

Please now the above diagrams are not based on room capacities.

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| **4. Our rooms are equipped with** |
| * Audio-visual and ICT equipment. This includes a computer linked to an interactive smart board, projector and speakers. * Flipchart stand, with flipchart paper and pens. * Heating and air-conditioning controls.   **In addition you we can arrange a:**   * Hand-held microphone for use in the main hall (room G04 only). * USB presentation clicker. |

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| **5. On site café** |
| All visitors can access our on-site café between 8am and 3pm to purchase a selection of hot and cold drinks and food (term time only). |

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| **6. Catering** |
| Catering can be arranged to meet your event requirements by our in-house catering service, who offer a range of hot and cold drinks and food.  If you require catering, please select ‘yes’ on the event planner below and we will send you our catering order form.  Please note external caterers can only be used at the PDC if our own provision is unable to provide catering on the date of your event. Clients will need approval from the PDC Business and Marketing Manager. In such circumstance clients will be responsible for arranging their own catering. |

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| **7. Car parking** |
| We can offer car parking to visitors who are registered blue badge holders. Subject to availability we can also offer parking to one dedicated event leader, which can be arranged at the point of booking your event.  The Professional Development Centre cannot take responsibly for any visitor who is denied access to the car park and as a result is late or unable to attend an event. It is the responsibility of the event organiser to inform their invited guests of our car parking policy. |

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| **8. Cancellation policy** |
| Event cancellations received within 72 hours of the event start time will be subject to the full hire fee. Cancellations made before this time will not be charged. All cancellations should be made in writing by emailing [PDCreception@towerhamlets.gov.uk](mailto:PDCreception@towerhamlets.gov.uk) |