



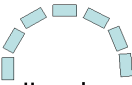
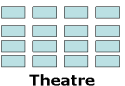

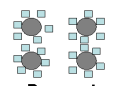
# WEST WING BOOKING FORM

<b>Name of Organisation:</b>	Rifco Arts				
<b>Type of Booking:</b> <i>(please tick)</i>	School <input type="checkbox"/>	SBC <input type="checkbox"/>	Community <input type="checkbox"/>	Commercial <input type="checkbox"/>	Arts Org. <b>X</b>
<b>Name of Hirer:</b>	Kate Allen				
<b>Address:</b>	West Wing Stoke Road Slough SL2 5AY				

<b>Tel No.</b>	<b>01753 570700</b>	<b>Mobile</b>	
<b>Fax</b>		<b>e-mail</b>	<b><u>kate@rifcoarts.com</u></b>

<b>Date(s) of Event:</b>	April 17 <sup>th</sup> and 18 <sup>th</sup>		
<b>START TIME</b>	10:30	<b>END TIME</b>	18:30
<b>ACCESS REQUIRED FROM</b>	10.15	<b>Exit Time</b>	18.30

<b>Room(s) Requested</b> <i>(if already known)</i>	Blue Room ideally
---	-------------------

<b>Title of Meeting/Activity</b>	Script Development Meeting	<b>Number of People</b> 13- 3 <sup>rd</sup> , 5 -4 <sup>th</sup> & 5 <sup>th</sup>  Boardroom  U-Shape  Horseshoe  Theatre  Cabaret  Banquet <i>Example Standard Layouts</i>
<b>Facilitator Name:</b> <i>(Please ask facilitators to sign in at reception upon arrival).</i>	Pravesh Kumar	
<b>Layout:</b> <i>Please list details or provide plan if not standard lay out.</i>	Horseshoe, with table to one side, but we're happy to set up	

AV Requirements: Specify quantities if required. Please list details below:

Technician Required for Event (£150 + VAT) - please tick

## Catering Requirements

	Serving Time	Description/ Menu if Appropriate	No: of people
1 <sup>st</sup> Break			
2 <sup>nd</sup> Break			
3 <sup>rd</sup> Break			
4 <sup>th</sup> Break			
<b>Lunch</b>		Menu Choice	
		Refreshments	

-----

