



support
inspire
achieve

Charges for room hire at Courtleigh

Valid until 1 January 2012

White Room

Maximum capacity	=	30 Theatre style 16 Boardroom 12 Horseshoe
Equipment	=	Magnetic whiteboards (x 2) Flipchart Data projector Conference telephone Television and video/DVD player Overhead projector
Morning session (08.30 - 12.30)	=	£60
Afternoon session (13.00 - 17.00)	=	£60
All day (08.30 - 17.00)	=	£110
Conference Telephone	=	£30 per hour

Sumner Room

Maximum capacity	=	10 Boardroom
Equipment	=	Flipchart Television and video/DVD player Overhead projector
Morning session (08.30 - 12.30)	=	£40
Afternoon session (13.00 - 17.00)	=	£40
All day (08.30 - 17.00)	=	£70
Conference Telephone	=	£30 per hour

Library

Maximum capacity	=	10 Boardroom
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Equipment	=	Flipchart Overhead projector
Morning session (08.30 - 12.30)	=	£40
Afternoon session (13.00 - 17.00)	=	£40
All day (08.30 - 17.00)	=	£70
Tea/Coffee and Biscuits	=	£2.50 per person per serving

Lunches

Mixture of meat, fish and vegetarian sandwiches, plus juices, cake, crisps and fruit	=	£8.50 per person
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Cancellation Conditions

More than one-month notice, a full refund will be given

4 - 2 weeks prior to the event, half refund

Fewer than 2 weeks notice, no refund

Payment

Payment can be made by cash or cheque on the day of the room hire (cheques to be made payable to Institution of Engineering Designers), or we will be pleased to invoice you in advance.

Availability

Please email nadine@ied.org.uk or telephone us on 01373 822801 for details of availability.



On completion please submit to:
 Courtleigh
 Westbury Leigh
 Westbury
 Wiltshire
 BA13 3TA
 Fax +44 (0) 1373 858085
 Email ied@ied.org.uk

Courtleigh Meeting Room - Booking Form

Organisation.....
 Contact Name.....
 Address

Email Telephone Number

Date room(s) required

	White Room	Sumner Room	Library (1 st Floor)
Layout required (please tick)			
Horseshoe		N/A	N/A
Boardroom			
Theatre		N/A	N/A
Equipment required (please tick)			
Data Projector		N/A	N/A
Flipchart			
Overhead Projector			
TV			N/A
Video/DVD Player			N/A
Conference Telephone		N/A	N/A
Timings (please tick)			
Morning			
Afternoon			
All day			
No of delegates			
No of lunches + time of serving			
Tea/Coffee + time of serving(s)			

Any Special dietary requirements.....

Estimated time of arrival Estimated time of departure.....

For charges and conditions please see attached sheet