

The Ambleside Centre

Ambleside Close, Woodley, RG5 4JJ
 Phone: 0118 3776444 Fax: 0118 9540424

Meeting Room Booking Form

Course Name:	
Name of contact:	
Telephone number:	
Date(s) of booking:	
Room required from: include your setting up time	Until:
Billing address:	

Meeting rooms are available 8.30am - 9.30 pm Monday to Friday and 8.30am - 5.00 pm Saturdays.
 If using music CDs/Tapes etc) during your session you may require a PPL License. Further information from 02075341070 or www.ppluk.com. It is the responsibility of the organiser to ensure that any necessary license(s) are obtained.
 Parking is available for trainers only. **Course attendees should use the public car park on Headley Road.**

Band A	External Organisations, Daytime Mon-Fri
Band B	External Organisations, Evenings & Saturdays
Band C	Internal WBC, Daytime Mon-Fri
Band D	Internal WBC, Evenings & Saturdays

Room Layout		Please indicate number attendees	Projector/ DVD/OHP ✓	Tea/Coffee No of times req? 25 people £5 50 people £10	Additional Requirements
The Training Hall	Clear room				
	Chairs only - max 70				
	Tables/chairs cabaret style - max 70				
Meeting Room 1	Chairs only - max 12				
	Tables and chairs - max 8				
Meeting Room 2	Chairs only - max 12				
	Tables and chairs - max 8				
Conservatory	Max 20 Refreshment facilities		n/a		
The Mezzanine	Tables/chairs - max 10		n/a		
The Community Room	Clear room		n/a		
	With toys/equipment		n/a		

Cost per hour - see above for Bands. To be reviewed Jan 2009				Please tick if Free of charge to:	
Band A	Band B	Band C	Band D	N'Hood Team	Children's Centre
£19.25	£22.65	£16.50	£17.60		
£19.25	£22.65	£16.50	£17.60		
£19.25	£22.65	£16.50	£17.60		
£5.50	£6.00	£5.50	£6.00		
£5.50	£6.00	£5.50	£6.00		
£5.50	£6.00	£5.50	£6.00		
£5.50	£6.00	£5.50	£6.00		
£5.50	£6.00	£5.50	£6.00		
£16.50	£19.25	£11.00	£12.65		
£16.50	£19.25	£11.00	£12.65		

Please see over for our Terms and Conditions. Non Wokingham Borough Council organisations must provide details of their Third Party Liability Insurance.
 Users of the Training Hall have priority use of the Projector/DVD/OHP. Users should bring their own Laptop pc.
 Users should make their own lunch arrangements.