

# LINNAEUS STUDY ROOM BOOKING FORM

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Course/Conference Title: .....

Course/Conference Date: .....

Course/Conference Organiser: .....

Contact Details : .....

Purpose of Event: .....

Number of Delegates: .....

## ROOM REQUIREMENTS

### Layout Required

Theatre

Classroom

Boardroom

Workshop

### Equipment Access Required:

Data Projector

Visualiser

DVD

Laptop

Wi-Fi Internet access is available for visitors, conference delegates and event attendees through iCloud. [www.wireless.bris.ac.uk](http://www.wireless.bris.ac.uk)

## CATERING REQUIREMENTS

*We have a water machine in the room so please do not order bottled water.*

***We do not arrange refreshments so please liaise with the University supplier directly in accordance with our Terms & Conditions.***

*Please provide times of refreshments you have arranged:*

Refreshments AM ..... Supplier .....

Refreshments Lunch ..... Supplier .....

Refreshments PM ..... Supplier .....

## ROOM CHARGE

Internal £150.00 (8.00 am - 5.00 pm)

External £200.00 (8.00 am - 5.00 pm)

Additional charges may apply

Charge Code & Account (in full) .....

Full address for invoice (External only) .....

..... Post Code.....

**Signed by Event Organiser** ..... **Dated** .....