



CONFERENCE ROOM BOOKING FORM

We have 2 rooms (**The Annett Room** and **The Foyle Library**) separated by a partition which can be removed to provide one larger room.

The room measurements are:

The Annett Room - 5.8 metres x 4.7 metres: combined with The Foyle Library - 10 metres x 4.7 metres

As a guide both rooms combined hold around 35-40 people theatre style – 24 boardroom style.

We do advise that a meeting representative visits the rooms in advance to make sure that they are suitable to requirements.

If you would like to book the meeting room please complete the form below and return to RICE.

Meeting Date:

Meeting Times: Start

Finish:

Title of Meeting:

Expected number of attendees:

Room(s) requested:

Both Rooms:

AV requirements: (if any)

Layout (Boardroom/Theatre/other):

Refreshments: We ask that you please book your own refreshments through the RUH Postgraduate Centre –
Tel: 01225 428331 Ext: 4688

Any other special requirements:

.....

Meeting contact name:..... **Tel:**

Meeting contact address:

.....

RICE CONFERENCE ROOM CHARGES (from 1 April 2010)

(Half Day charge is up to 1.00 p.m.)

Commercial Rate:

Both Rooms

Whole day: £180 + VAT

Half day: £105 + VAT

Annett Room only

Whole day: £125 + VAT

Half day: £ 80 + VAT

NHS/University Rate:

Both Rooms

Whole day: £130 + VAT

Half day: £ 80 + VAT

Annett Room only

Whole day: £100 + VAT

Half day: £ 60 + VAT

Car Parking

PLEASE NOTE THAT THERE IS NO CAR PARKING AT THE RICE CENTRE UNLESS BY PRIOR ARRANGEMENT.

The Orange Car Park at the RUH is close by.

Catering

We do not provide catering ourselves. Refreshments can be ordered through RUH Catering – Tel: 01225 428331 Ext 4688

Access

The meeting rooms are on the First Floor. There is passenger lift access from the Ground Floor

We would respectfully request users of the meeting room not to go into the RICE clinical areas.

AV equipment

Power point projection/interactive white board is available at an additional cost of £20.00.

Telephone calls

We are unable to transfer calls to the meeting rooms and ask that you please use your personal mobiles to make/receive calls.

THANK YOU