

**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

Half day: £105

#### *Annett Room only*

Whole day: £125

Half day: £ 80

### **NHS/University Rate:**

#### *Both Rooms*

Whole day: £130

Half day: £ 80

#### *Annett Room only*

Whole day: £100

Half day: £ 60

### **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 room(s) are on the First Floor. There is passenger lift access from the Ground Floor

We would respectfully request that users of the meeting room(s) do not enter 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.

### **Confirmation of booking**

Bookings and any further changes are only finalised on confirmation from us.

**THANK YOU**