



MEETING ROOM & OFFICE BOOKING FUNCTION SHEET

Prices are VAT excluded

COMPANY : **CONTACT** :

NAME OF MEETING :

DATE : **No. OF PARTICIPANTS** :

TIMING :	<u>Standard</u>	<u>Other</u>
Full Day :	<input type="checkbox"/> 8.30/18.00
Half Day AM :	<input type="checkbox"/> 8.30/13.00
Half Day PM :	<input type="checkbox"/> 13.30/18.00

BOOKING DETAILS

	Full Day	Half Day
<u>MEETING ROOM</u>		
Da Vinci	<input type="checkbox"/> €1000	<input type="checkbox"/> €650
Erasmus	<input type="checkbox"/> €400	<input type="checkbox"/> €300
Galileo	<input type="checkbox"/> €575	<input type="checkbox"/> €450
Marco Polo	<input type="checkbox"/> €400	<input type="checkbox"/> €300
Galileo + Marco Polo	<input type="checkbox"/> €950	<input type="checkbox"/> €800
+ for theatre style set-up	<input type="checkbox"/> €400	<input type="checkbox"/> €400
<u>OFFICE</u>		
Socrates	<input type="checkbox"/> €115	<input type="checkbox"/> €65
Plato	<input type="checkbox"/> €125	<input type="checkbox"/> €75
<u>PARKING PLACES</u>		
	<input type="checkbox"/> €15 each x	<input type="checkbox"/> €10 each x
<u>TECHNICAL EQUIPMENT</u>		
Laptop computer	<input type="checkbox"/> €100	<input type="checkbox"/> €75
Plasma screen	<input type="checkbox"/> €150	<input type="checkbox"/> €100
Rented Equipment	<input type="checkbox"/>	

CATERING

Coffee Service (coffee/tea and biscuits)	<input type="checkbox"/> €6 per person x
Coffee Break (coffee/tea, orange juice, viennoiseries or cake)	<input type="checkbox"/> €9 per person x
Sandwich Lunch (including water, 1/3 bottle of wine per person and coffee)	<input type="checkbox"/> €25 per person x
Cold Buffet Lunch (including water, 1/3 bottle of wine per person and coffee)	<input type="checkbox"/> €47 per person x



SUPPLEMENTARY SERVICES

(quantities to be confirmed after event, where applicable)

	A4	A3
Photocopy - colour	<input type="checkbox"/> €0.50	<input type="checkbox"/> €1
Photocopy - black & white	<input type="checkbox"/> €0.25	<input type="checkbox"/> €0.50
Fax	<input type="checkbox"/> €0.25	

Card number : _____	Expiry date : __ / __
Credit card holder's name :	

This function sheet is subject to the attached contractual terms and conditions.

For approval,

SIGNATURE : _____

NAME : _____

DATE : _____