


Central London Event Space for hire



Central London Event Space

UKFT offers a light and versatile setting moments from Covent Garden, Holborn and Soho. The Atrium provides the perfect venue for meetings, receptions, press launches and showroom presentations.

The Atrium
Lower ground floor
9m x 5.5m (30ft x 18ft)

Details:

9 m by 5.5 m (30 ft x 18 ft): total area 50m² (540 ft²)

Equipment:

- Stringer retail display system, with adjustable rails and shelves on main wall - 8.5 m x 2.3 m (28 ft x 7.5 ft)
- Extensive natural light from glass room and windows
- Overhead lights and spotlights
- Full audio visual system
- Fitted blinds for partial black-out for presentations
- Chairs and tables for meetings and presentations

Opening hours: 9 am – 5 pm Monday to Friday

Catering: Available on request

ATRIUM BOOKING FORM

Brand Name			
Registered company name			
Address			
			Postcode
Contact name		Position	
Tel		Mobile	
Signature		Date	
HIRE DATE(S)			
		HIRE RATES (including VAT)	
		Members	Non-members
Full day 9 am – 5 pm	<input type="checkbox"/>	£420	£720
Half day 9 am – 1 pm	<input type="checkbox"/>	£234	£390
Half day 1 pm – 5 pm	<input type="checkbox"/>	£234	£390
<i>Please let us know what you will be using the room for</i>			
Payment options <i>Full payment must be made in advance</i>			
1. Full payment by BACS or Debit card (Sort Code: 09-02-22 Account Number: 10587126)		<input type="checkbox"/>	
2. Full payment by Credit Card (this incurs 4% charge)		<input type="checkbox"/>	
Credit card details			
<input type="checkbox"/>	Visa	<input type="checkbox"/>	Mastercard
<input type="checkbox"/>	Switch/Maestro	<input type="checkbox"/>	Solo
<input type="checkbox"/>	Amex	<input type="checkbox"/>	Delta
Debit amount £			
Cardholder's name			
Company			
Cardholder's address <i>(if different from above)</i>			
			Postcode
Card number			
Expiry date	Issue number	State date	Security code <small><i>(last 3 digits of the number printed on the reverse of the card)</i></small>
The following charges may apply if a booking is cancelled 4 weeks' notice 25% of total cost 3 week's notice 50% of total cost 2 week's notice 75% of total cost 1 week or less 100% of total cost NB: We are unable to accept bookings from members who have not paid their current subscription or who have other UKFT invoices outstanding			
Office use	Booking confirmed:	Payment received:	

Please return completed form to:

UKFT, 3 Queen Square, Bloomsbury, London WC1N 3AR **Tel:** 0207 843 9460 **Email:** info@ukft.org **www.ukft.org**