



Light air-conditioned spaces for hire

Atrium

9m by 5.5m (30ft x 18ft); total area 50sq m (540sq ft)

Equipment:

- > Stringer retail display system, with adjustable rails and shelves on main wall – 8.5m x 2.3m (28ft x 7.5ft)
- > Extensive natural light from glass roof and windows
- > Overhead lights and spotlights
- > State-of-the-art audio visual system
- > Fitted blinds for partial black-out for presentations
- > Chairs and tables for meetings and presentations for up to 50 people

The Meeting Room

5.3m x 3m (17ft x 10ft); total area 16sq m (170sq ft)

Equipment:

- > Stringer retail display system, with adjustable rails and shelves on end wall – 2.3m x 2.3m (7.5ft x 7.5ft)
- > Natural light, overhead lights and spotlights
- > Glass wall on three sides
- > Chairs and tables for meetings and presentations for up to 10 people



NB: All sizes approximate. Only free standing display material is allowed. It is not possible to stick posters etc on the walls or windows.

Catering:

Catering is not provided but there is a small kitchen where snacks and drinks can be prepared by prior arrangement. Caterers can be suggested if required.

Security:

Entrance to the building is through reception. At night, the building is locked and protected by a burglar alarm and CCTV. The Atrium and The Meeting Room can be locked. Goods can be left on the premises overnight at hirer's risk. Hirer is responsible for insurance.

UKFT opening hours:

9am to 5pm Monday to Friday



Atrium and The Meeting Room Booking Form



Registered company name

Brand name (if different from above)

Address

Postcode

Tel

Fax

E-mail

Mobile No

Contact name

Position

Signature:

Date

Hire date/s

Atrium		Members	Non-members
Full day	<input type="checkbox"/> 9am to 5pm	£350 plus VAT total £420	£600 plus VAT total £720
Half day	<input type="checkbox"/> 9am to 1pm	£195 plus VAT total £234	£325 plus VAT total £390
Half day	<input type="checkbox"/> 1pm to 5pm	£195 plus VAT total £234	£325 plus VAT total £390
The Meeting Room		Members	Non-members
Full day	<input type="checkbox"/> 9am to 5pm	£250 plus VAT total £300	£400 plus VAT total £480
Half day	<input type="checkbox"/> 9am to 1pm	£150 plus VAT total £180	£225 plus VAT total £270
Half day	<input type="checkbox"/> 1pm to 5pm	£150 plus VAT total £180	£225 plus VAT total £270

Full payment must be made in advance

Card type Visa Mastercard Switch/Maestro Solo Amex Delta (tick relevant box)

Cardholder's name

Card number

Expiry date

Issue number

Start date

Security code number: (last three digits of the number printed on the reverse of card, except for Amex)

Cardholder's address if different from above

Postcode

The following charges may apply if the booking is cancelled:

Four weeks' notice: 25% of the total cost

Three weeks' notice: 50% of the total cost

Two weeks' notice: 75% of the total cost

One week or less: 100%

NB: we are unable to accept bookings from members who have not paid their current subscription or who have other UKFT invoices outstanding

Please return completed form to:

UKFT, 3 Queen Square, Bloomsbury, London WC1N 3AR **Tel:** + 44 (0)20 7843 9460 **Fax:** + 44 (0)20 7843 9478 **Email:** info@ukft.org

Office use:

Booking confirmed:

Payment received: