

Light air-conditioned spaces for hire



Atrium

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

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 room and windows
- Overhead lights and spot lights
- Full audio visual system
- Fitted blinds for partial black-out for presentations
- Chairs and tables for meetings and presentations for up to 50 people

Meeting Room

5.3m x 3m (17ft x 10ft); total area 16m² (170ft²)

Equipment

- Stringer retail display system, with adjustable rails
- Natural light, overhead lights and spot lights
- Glass wall on three sides
- Chairs and tables for meetings and presentations of 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

Available on request.

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 Meeting Room Booking Form



Brand name _____

Registered company name _____

Address _____

Postcode _____

Contact name _____ Position _____

Tel _____ Fax _____

Mobile _____ Email _____

Signature _____ Date _____

Hire date(s) _____

Atrium	Members	Non-members
Full day 9am-5pm <input type="checkbox"/>	£350	£600
Half day 9am-1pm <input type="checkbox"/>	£195	£325
Half day 1pm-5pm <input type="checkbox"/>	£195	£325

The Meeting Room	Members	Non-members
Full day 9am-5pm <input type="checkbox"/>	£250	£400
Half day 9am-1pm <input type="checkbox"/>	£150	£225
Half day 1pm-5pm <input type="checkbox"/>	£150	£225

All costs subject to VAT

Please let us know what you will be using the room(s) for

Payment options *Full payment must be made in advance*

1. Full payment by BACS Sort code: 56-00-27 Account Number: 24937282

2. Full payment by Credit Card (this incurs 4% charge)

Credit card details

Card type Visa Mastercard Switch/Maestro Solo Amex Delta

Debit amount £ _____

Cardholder's name _____

Company _____

Cardholder's address *(if different from above)* _____

Postcode _____

Card number _____

Expiry date _____ Issue number _____ Start date _____ Security code _____
(last 3 digits of the number printed on the reverse of the card)

The following charges may apply if a booking is cancelled:

4 weeks' notice 25% of total cost **3 weeks' notice** 50% of total cost **2 weeks' 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** +44 (0)20 7843 9460 **Fax** +44 (0)20 7843 9478 **Email** info@ukft.org **www.ukft.org**