



## 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  9am to 5pm

£350 plus VAT total £420

£600 plus VAT total £720

Half day  9am to 1pm

£195 plus VAT total £234

£325 plus VAT total £390

Half day  1pm to 5pm

£195 plus VAT total £234

£325 plus VAT total £390

### The Meeting Room

### Members

### Non-members

Full day  9am to 5pm

£250 plus VAT total £300

£400 plus VAT total £480

Half day  9am to 1pm

£150 plus VAT total £180

£225 plus VAT total £270

Half day  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: