

CECA NE Meeting Room Hire and Booking Form

Find us at
 H25, The Avenues,
 11th Avenue North,
 Team Valley,
 Gateshead,
 NE11 0NJ

Thank you for your interest in booking our meeting room. Please find information about the room, equipment, and costs below. Please complete this form and send it to info@ceca-ne.co.uk so we can respond to your request and arrange a booking.

The room is equipped with complimentary Wi-Fi, air conditioning, X-large display screen with remote and wired access, and Poly Studio video conferencing suite. A projector and conference telephone are available upon request. Free parking is available in close proximity to the office.

Availability

Monday-Thursday 9:30am-4:00pm

Friday 9:30am-12:00pm

Room bookings outside these hours can be accommodated with prior notice.

	CECA Member	Non-Member
Half Day (or Less)	£50.00 & VAT	£95.00 & VAT
Full Day	£75.00 & VAT	£155.00 & VAT

Company Name

Booking Contact Name

Booking Contact Number

Booking Contact Email

PO No. (if required)

Invoice Address

Host Contact Details (if different)

Accounts Contact Details

Meeting Date

Meeting Start/End Time

No. of Attendees

Additional Details