

## **CECA NE Meeting Room Rental Information and Booking Form**

H25, The Avenues, 11<sup>th</sup> Avenue North, Team Valley, Gateshead, NE11 0NJ

Thank you for your interest in booking a meeting room at our offices. Please find below information about the rooms, equipment, catering options and costs.

	Half Day (or less)	Full Day	Refreshments	Catering
<b>CECA Member</b>	<b>£50.00 &amp; VAT</b>	<b>£75.00 &amp; VAT</b>	Tea, Coffee, Water, Biscuits, WI-Fi: <b>£Complimentary</b>	Food:  <b>£Cost Price</b>
<b>Non Member</b>	<b>£100.00 &amp; VAT</b>	<b>£175.00 &amp; VAT</b>	Tea, Coffee, Water, Biscuits: <b>£Complimentary</b>	Food:

### **The Meeting Room:**

The room is equipped with free WI-Fi, air-conditioning, a large screen to display presentations and 'Poly Studio' video conferencing facilities. A Projector and conference telephone are available on request and are provided at no extra cost.

Free parking is available in close proximity to the office.

### **Room Availability:**

Office opening hours are 9.30am - 4.00pm Monday to Thursday and 9.30am - 12.00noon Friday.

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

### **How to Book:**

Please complete the form below and send it to [info@ceca-ne.co.uk](mailto:info@ceca-ne.co.uk) so we can investigate your request and arrange the booking.

Company Name	Contact Name	Contact Number	Email Address

Contact Name	Contact Telephone	Contact Email	PO No. (if required)	Invoice Address

Host Contact Details:

Accounts Contact Details:

Meeting Date	Meeting Start/End time	No. of Attendees	Tea/Coffee Biscuits	Lunch Option	Refreshment Times	Equipment Requirements

Meeting Details:

Dietary Requirements (please advise of any dietary requirements at least 1 week prior to your meeting date):

Additional Notes:

