

LIDC Meeting Room Booking Form

- *Please note that we highly recommend a viewing of our meeting rooms prior to booking with us.
- *Our meeting rooms hold 30 people theatre-style and 15 boardroom-style
- * Room hire is £30 per hour. (No VAT is charged as we do not provide services such as catering.)
- * A map to LIDC's location is [here](#)

Contact name and details (email and telephone)	
Contact	
Meeting title	
Date and actual start & finish times	
Number of attendees (approx)	
Audio-visual, flipchart, wi-fi requirements? Please specify	
Room layout request (theatre/boardroom etc)	
<p>Catering: LIDC does not have catering facilities so you will need to use external caterers such as XInt Caterers, www.karmacans.co.uk/, Berkeley Catering, Owen Brothers, or any of the other caterers that serve this vicinity. These are suggestions, not recommendations. Hirers must organise their own catering, and arrangements should include collection of used catering equipment from LIDC. Please let us know if you require access to the LIDC staff kitchen. Please note that LIDC does not employ staff to tidy up after meetings so bookers need to attend to this – please leave catering supplies in the kitchen and place rubbish in bins.</p>	
Finance contact – please provide contact details of person to whom invoice should be sent	
Notes	