



The Learning Exchange
Wygston's House
Applegate
Leicester LE1 5LD

Tel: 0116-222-9977

info@diversityhub.org.uk
www.diversityhub.org.uk

Conference/Meeting Facilities Booking Form

Date Booking Required:

Time Access Required (Your booking is from when you arrive to set up until your event finishes):

From Until

Do you need use of the OHP? Yes No
(Please circle)

Do you require refreshments? Yes No
(Please Circle)

If yes, for how many people
Any changes to this number must be notified 72 hours before the event

Will you be requiring catering? Yes No
(please discuss this with us)

If yes, for how many people
Any changes to this number must be notified 72 hours before the event

Do you wish to reserve use of a personal hearing loop?
(We have 3 available) Yes No

How many delegates do you expect to attend your event?

(If you book refreshments or catering this is the minimum number you will be invoiced for – unless you have given 72 hours written (email or post) notice of any cancellations. Any delegates over this number will be charged at the agreed rate).

Room layout requirements:

Standard – Top Table, Delegates Chairs Theatre Style
(Please circle) Yes No

Other (i.e circle) – Please give details and, if possible, floor plan overleaf.

Please give the full contact details of the person to whom the invoice for this booking should be sent:

Registered Charity
1113100

Registered as a company
limited by guarantee:
No 5650568