

## ATRIUM BOOKING FORM

Brand Name

Registered Company Name

Address

Postcode

Contact Name

Position

Tel

Mobile

Signature

Date

### DATE/S REQUIRED:

|                     | HIRE RATES (prices including VAT) |                   |
|---------------------|-----------------------------------|-------------------|
|                     | Members                           | Non-Members       |
| Full Day: 9am - 5pm | £350 + VAT (£420)                 | £600 + VAT (£720) |
| Half Day: 9am - 1pm | £195 + VAT (£234)                 | £325 + VAT (£390) |
| Half Day: 1pm - 5pm | £195 + VAT (£234)                 | £325 + VAT (£390) |

Please let us know what you will be using the space for:

### Payment Option *full payment must be made in advance*

1. Full payment by BACS or Debit card ( Sort Code: 09-02-22 Account Number: 10587126)

2. Full payment by Credit Card

### Credit card details

Visa  Mastercard  Switch/Maestro

Debit amount £

Cardholder's name

Company

Cardholder's address (if different from above)

Postcode

Card number

Expiry date

Issue number

Start Date

CSV

The following charges may apply if a booking is cancelled

**4 weeks' notice:** 25% of total cost **3 week's notice:** 50% of total cost

**2 week's notice:** 75% of total cost **1 week or less:** 100% of total cost

NB: We are unable to accept bookings from members who have not paid their current subscription or who have other UKFT invoices outstanding

Office use

Booking confirmed

Payment received

Please return completed form to:

UKFT, 3 Queen Square, Bloomsbury, London WC1N 3AR

Tel: 0207 843 9460 Email: info@ukft.org www.ukft.org