



B O O K I N G F O R M

Event's date:

Start time:

End time:

Company name:

Number of guests:

Contact name:

Position:

Email:

Website:

Telephon number:

Mobile:

Address:

Postcode:

Country:

Venue Preference

Ivory Suite

Rose Suite

Garden terrace

Ruby Salon

Joint Boardroom (Ruby Salon and Rose Suite)

Venue setup

Theatre

Reception

Double side U-shape

Boardroom

U-shape

Conference

Required facilities and services

AV/PA Projector

Laptop

Flipchart

Podium

Whiteboard

Table for guests badges

Required facilities and services

How many Speakers:

Any video to be played:

Yes

No

Table in front:

Normal Table

Short Table

No Table

Microphone needed

Conference

Handheld

Catering Requests: (please allow three working days before event day to book catering)

Self-Catering

Set-menu (Arabic)

Business Lunch

Halal

Canapes

Set-menu (Global)

Breakfast

Vegetarian

Complimentary: every booking will benefit from complimentary basic refreshment (Coffee & tea, biscuits, water)

Special Request

How did you hear about us

Please state if you are

Member

Non – Member

Special Package holder

Number of Session useds

ABCC
representative

Client Signature

Please type full name

Date

Venue Capacities

	Theatre	U-Shape	Boardroom	Reception	Classroom	Rounds	Area m2
Ivory Suite	85	24/40	36	120	40	32	72
Joint Boardrooms	60	x	30	100	x	x	70
Rose Suite	30	x	20	70	x	x	45
Ruby Salon	20	x	10	25	x	x	31
Garden Terrace	x	x	x	30	x	x	x



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