



THE ARAB BRITISH CHAMBER OF COMMERCE

VENUE HIRE APPLICATION FORM

Booking 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 Flipchard
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**

**ABCC
representative**

Client Signature

Please type full name

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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