

DEVON CHAMBER  
OF COMMERCE  
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UNITED KINGDOM

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Company No. 617795  
Limited by guarantee.  
Registered in England and Wales

<b>Contact</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>Telephone and email</b>			
<b>Booking Date:</b>			
<b>Start Time:</b>		<b>Finish Time:</b>	
<b>Number of people expected:</b>			

**Room Requirements** (please tick)

**Boardroom**

Member (tea & coffee included)	Non-Member (tea & coffee included)
Full Day - £60 + VAT	£130 + VAT
Half-day - £30 + VAT	£70 + VAT
Boardroom Style (max 12) <input type="checkbox"/>	Theatre Style subject to availability (max 20) <input type="checkbox"/>

**Prada Room**

Member (tea & coffee included)	Non-Member (tea & coffee included)
Full Day - £40 + VAT	£90 + VAT
Half-day - £20 + VAT	£50 + VAT
Boardroom Style (max 6) <input type="checkbox"/>	Theatre Style subject to availability (max 8) <input type="checkbox"/>

**Florida Room**

Member (tea & coffee included)	Non-Member (tea & coffee included)
Full Day - £40 + VAT	£90 + VAT
Half-day - £20 + VAT	£50 + VAT
Boardroom Style (max 6) <input type="checkbox"/>	Theatre Style subject to availability (max 8) <input type="checkbox"/>

**Hot-desking (min 2, max 3)**

Member (tea & coffee included)	Non-Member (tea & coffee included)
Hourly rate - £5+ VAT pp	Hourly rate £10 + VAT

**Equipment Requirements** (please tick if required):

Projector £50 all day   
Access to Wi-Fi

Projector £25 half day   
Tea / coffee

**Please Note:** Before any equipment is connected to our network it will need to be checked by a member of staff to ensure that it has up-to-date virus protection. Access will be denied if the equipment is not adequately protected.

If wi-fi access is critical, you are advised to visit before your meeting to check compatibility with our equipment. Internet access is only available in the Boardroom. Staff will not troubleshoot problems with non Chamber equipment.

**Other requirements:**

**Order Number:**

**Signed:**  **Date:**

**Please fax your completed form to: 01752 600333 or email  
reception@devonchamber.co.uk**

**Use of the Chamber Boardroom is entirely at the risk of the user. The Chamber disclaims any and all liability for lost or stolen equipment, or any and all damages resulting from the use of the Chamber network.**

**Cancellations for room bookings need to be received at least 48hrs before the room use. Otherwise an administration charge of £25 + VAT will be incurred. This also applies to free bookings**

**Please note: Our meeting room facilities are available for use between the hours of Mon to Thurs 8am to 5pm, Friday until 4pm.**