



Venue Booking Form

Direct lines for enquiries:
 Telephone 020 7370 9990
 Facsimile 020 7370 1606
info@mosaicrooms.org

Please complete all relevant sections of the form and email to info@mosaicrooms.org, or post to: The Mosaic Rooms, 226 Cromwell Road, London, SW5 0SW.

Organisation	
Charity no. (if applicable)	
Contact Name	
Address	
Address for invoice (if different)	
Telephone	
Email	

Date of Event	
Number of delegates/guests	
Type of Event	

Rooms Required (please tick box next to room required):

Grand Room	<input type="checkbox"/>	Arrival Time	
Lower Grand Room	<input type="checkbox"/>	Start Time	
Boardroom	<input type="checkbox"/>	Finish Time	
Garden	<input type="checkbox"/>		



Bookshop	
Café	

Disabled access required?	
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Seating plan:

Boardroom		U-Shape	
Theatre		Banquet	
Screening		Plan enclosed	

Audio Visual:

Data projector		Telephone line	
DVD player		Internet access	
Tele-conferencing		Lectern	
Speakers		PA System	
Necktie Microphone		Microphone	

Catering:

Own Caterer		Catering required		Estimated number	
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Food & Drink requirements (Please include timings)	
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The following can be provided at further cost:

Cloakroom		Stage	
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Table with 4 columns and 6 rows listing items like Extra Chairs, Wine Glasses, Flowers, Photographer, Bar Staff, Sale point, Extra Tables, Trays, Security, Filming, AV technician, Photocopy/Fax.

Please state any further requirements or requests here

Signature
Date
Name in Capitals

Signing this form constitutes a contract with The Mosaic Rooms/A.M. Qattan Foundation and shows that you have read and agree with our Terms and Conditions for Hire.

A.M. Qattan Foundation is a registered UK charity no. 1029450. It is a charitable company limited by guarantee. Registered in England No. 2171893.

The Mosaic Rooms, Tower House, 226 Cromwell Road, London SW5 0SW
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