

VisionPK Room Booking Form

ORGANISATION NAME				
Address				
Contact Name (meeting)				
Telephone Number				
email address				
INVOICE ADDRESS				
Purchase order no.				
Organisation type	Voluntary <input type="checkbox"/>	Statutory <input type="checkbox"/>	Other <input type="checkbox"/>	
BOOKING DETAILS				
Room(s) Requested	Main hall <input type="checkbox"/>	Upstairs hall <input type="checkbox"/>	Meeting room <input type="checkbox"/>	Blue room <input type="checkbox"/>
Layout (guide attached)				
Date(s)	Time of Meeting		Total Hours	Number attending
	From	To		
REFRESHMENTS	Time		Notes	
Tea / Coffee				
EQUIPMENT	Required		Notes	
Flipchart stand/paper	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hire charge £5 per day	
Projector and Laptop	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hire charge £10 per day	
<p>Support needs and personal assistance. (For Fire Evacuation planning purposes) If applicable, please state the nature of requirements, number of people with mobility impairment (including wheelchairs), hearing impairments and visual impairment. For safe evacuation planning purposes, the maximum number of wheelchairs we can accommodate on Level 1 is two.</p>				
Signed:			Date:	

MEETING ROOMS

Room	Location	Seats	Hourly rate	Day rate	Notes
Main Hall (hearing loop facility)	Ground Floor	80	£17.50	£75	Seats maximum 80 when theatre style. 8 tables available for various layout styles.
Blue Room	Ground Floor	4	£7	£30	Small table and 4 chairs
Upstairs Hall (Lift available)	First Floor	50	£12.50	£58	Seats 50 when theatre style. A range of tables available for various layout styles.
Meeting Room (Lift available)	First Floor	10	£7.50	£40	Seats 10 boardroom style
Each room has Kitchen access		Ground floor access to garden			

We can hold your booking for a maximum of 7 days only.

ROOM LAYOUT STYLES

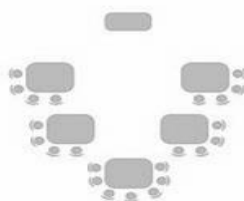
Theatre style



U-shape



Clusters



Classroom



Boardroom



CATERING

Tea/Coffee 50p per serving.

EQUIPMENT HIRE

Flipchart (stand, paper & pens) £5 per day
 Projector & Laptop £10 per day

HOURS OF BUSINESS

Premises are available from 8.45am – 4.30pm Monday to Thursday and 8.45am – 4.30pm Friday

VisionPK operates a **NO SMOKING/VAPING** policy

LOCATION MAP

There is metered street parking and a car park in New Row.



Income from your room rental will contribute to our work, supporting people with a sensory impairment across Perth and Kinross to live more independent and fulfilling lives.

To book with us, please call 01738 626969 or email: info@visionpk.org.uk