

CENTRE FOR CRIME AND JUSTICE STUDIES

Meeting Place booking form

Please complete this form in block capitals and return to info@crimeandjustice.org.uk or post to Centre for Crime and Justice Studies, 2 Langley Lane, London, SW8 1GB

Your details

First Name:	Surname:
Organisation name & address:	
Job Title:	
Tel:	Email:
Billing address if different from above:	

Meeting requirements and room rates

Meeting title:			
Date (dd/mm/yy):			
Time (from and to): (hours of operation are 09:30-16:30)			
Room layout: Please indicate choice, numbers shown are capacity	Boardroom/Roundtable 24	Theatre style 54 (6 rows by 9 or 3 rows by 18)	Cabaret 40 Plus a top table of 4
Number of attendees:			

Rates prior to the development of Meeting Place as a full conference venue

Per hour - £30.00 (£25.00 plus VAT)

Additional equipment (i.e. projector, laptop, flip chart)

Please ask us if you would like to borrow a laptop and data projector

Flip chart & paper @ 10 per pad Number required

Access requirements

If you consider yourself disabled or feel you have specific needs, please outline any requirements below and we will do our best to accommodate, we have ground floor level access.

Booking confirmation

Please tick here if you are NOT happy to receive occasional mailings regarding our work (we do not pass on any details to any other organisations)

By signing this form you are agreeing to Centre for Crime and Justice Studies Terms & Conditions (see our website)

Signature:

Date:

Terms & conditions

If you wish to cancel your booking please ensure we have one weeks notice.

Cancellation charges are as follows:

- More than one weeks' notice – no charge.
- More than three days notice – 50% of booking costs.
- Less than three days notice – 100% of booking costs.

Data Protection

The information supplied on the booking form will be retained by the Centre for Crime and Justice Studies on a database. You may be contacted by letter or email with details of future events, publications, or other things we think may be of interest to you. Please tick the relevant box on the booking form if you would prefer not to receive this.