

## Room Booking Form

Rooms available from 8.45a.m. to 4.30p.m. Monday to Friday.

Room:  **Conference Room** [max 20]

**Meeting Room** [max 6]

Date of Meeting: \_\_\_\_\_

Time of Meeting: Start \_\_\_\_\_ End \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Description of Meeting: \_\_\_\_\_

Refreshments:  Tea  Coffee  Water  
 Biscuits

Equipment required:  White board  Flip Chart

Contact and invoicing details:

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please return this form to:**

Reception  
Diss Business Centre  
Dark Lane  
Diss  
Norfolk  
IP21 4HD

Or fax: 01379 640 259

Or e-mail: [dbc@s-norfolk.gov.uk](mailto:dbc@s-norfolk.gov.uk)