# PAGB meeting room bookings – general information

**About the meeting rooms:**

PAGB is based in Central London, close to Holborn and Chancery Lane tube stations and offers a convenient venue for small to medium sized meetings.

Address: 2nd Floor, New Penderel House, Holborn, London, WC1V 7HP

*Note*: There is no wheelchair access available to the meeting rooms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Capacity** | **PAGB full members** | **PAGB associate members** | **Non-members** |
| **Orange room** | * Boardroom style (up to 20ppl)

OR* Theatre style (up to 35ppl)
 | Free of charge | Half day:£150 + VAT @20% | Half day:£450 + VAT @ 20% |
| Whole day:£275 + VAT @ 20% | Whole day:£825 + VAT @ 20% |
| **Green room** | * Boardroom style – Up to 8ppl
 | Free of charge | Half day:£100 + VAT @ 20% | Half day:£250 + VAT @ 20% |
| Whole day:£175 + VAT @ 20% | Whole day:£450 + VAT @ 20% |

All meeting room bookings are subject to availability. A minimum of 2 weeks’ notice is required.

Room facilities available:

* Use of audio-visual equipment including PC with HDML and USB ports
* Extra-large TV screen
* Telephone and video call capacity
* Flipchart or dry whiteboard
* Free Wi-Fi
* Air conditioning
* Tea, coffee and biscuits

All bookings will be invoiced after the meeting takes place.

**Terms and conditions:**

* Members may not book meeting rooms on behalf of non-members
* To qualify for our members’ rates, at least one attendee must be from the UK business
* Provisional bookings will be released after 10 days if we do not receive written confirmation of your meeting request.
* 50% of the meeting room booking fee will be charged for any cancellations with less than 10 days’ notice.
* Our meeting rooms are located within PAGB’s workspace. We kindly ask delegates to respect our working environment and keep noise to a minimum.
* Meetings must be held within the meeting room booked. If you require additional space, please contact us to check availability.

# PAGB meeting room – booking form

**Booking details:**

|  |  |
| --- | --- |
|  |  |
| **First name(s):** | Click or tap here to enter text. | **Last name(s):** | Click or tap here to enter text. |
| **Job title:** Click or tap here to enter text. |
| **Organisation name**: Click or tap here to enter text. |
| **Business address:** Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Telephone number:** | Click or tap here to enter text. | **Email address:** | Click or tap here to enter text. |
| **Purchase order reference:** Click or tap here to enter text. |
| **Billing contact:** Click or tap here to enter text. |
| **Meeting room required (please select):**  | Orange room[ ]  |  | Green room[ ]  |
| **Meeting room date:** Click or tap here to enter text. |
| **Start time:** | Click or tap here to enter text. | **End time:** | Click or tap here to enter text. |
| **No. of attendees:** Click or tap here to enter text. |
| **Name of attendee from UK business:** Click or tap here to enter text. |
| **Any special requirements:** Click or tap here to enter text. |
| **Lunch (please select):** | Yes[ ]  |  | No[ ]  |

PAGB can arrange a sandwich lunch to be served in your meeting room. This will require 48hrs’ notice minimum and will incur an additional cost. All lunch orders must be placed at least 48hrs in advance of the meeting date. The minimum lunch order value is £35. All lunch orders will be invoiced once the meeting has taken place.

# Delegate list

Please list the delegate names in the spaces provided. We require this information for security purposes at least 48hrs in advance of your meeting.

|  |  |  |
| --- | --- | --- |
|  | **Delegate name** | **Company name** |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. |
| **4** | Click or tap here to enter text. | Click or tap here to enter text. |
| **5** | Click or tap here to enter text. | Click or tap here to enter text. |
| **6** | Click or tap here to enter text. | Click or tap here to enter text. |
| **7** | Click or tap here to enter text. | Click or tap here to enter text. |
| **8** | Click or tap here to enter text. | Click or tap here to enter text. |
| **9** | Click or tap here to enter text. | Click or tap here to enter text. |
| **10** | Click or tap here to enter text. | Click or tap here to enter text. |
| **11** | Click or tap here to enter text. | Click or tap here to enter text. |
| **12** | Click or tap here to enter text. | Click or tap here to enter text. |
| **13** | Click or tap here to enter text. | Click or tap here to enter text. |
| **14** | Click or tap here to enter text. | Click or tap here to enter text. |
| **15** | Click or tap here to enter text. | Click or tap here to enter text. |
| **16** | Click or tap here to enter text. | Click or tap here to enter text. |
| **17** | Click or tap here to enter text. | Click or tap here to enter text. |
| **18** | Click or tap here to enter text. | Click or tap here to enter text. |
| **19** | Click or tap here to enter text. | Click or tap here to enter text. |
| **20** | Click or tap here to enter text. | Click or tap here to enter text. |
| Please extend the form, as required, for larger bookings. |

Please return this completed form to us at events@pagb.co.uk or send us an email to check our availability.

Please return this completed form to us or send us an email to check our room availability at **events@ pagb.co.uk**

For any further queries, please feel free to give us a call on 020 7242 8331

PAGB, New Penderel House, 283-288 High Holborn, London WC1V 7HP

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