



**NCVO Conference Suite**

**Room layout and equipment booking form**

Date of event: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Purchase order No: \_\_\_\_\_ or Cost code: \_\_\_\_\_

Title of Meeting/event:

Minimum delegate No: \_\_\_\_\_ Maximum delegate No: \_\_\_\_\_

Will you be requiring lunch (Please tick) Yes  No

Only food and beverages supplied by NCVO may be consumed on the premises, this includes the courtyard.

**Room number(s) booked**  
Please specify

**Layout required**  
please specify

**Audio-Visual equipment required**  
please specify

Limited parking for people with disabilities is available in the courtyard by prior arrangement with the conference suite team. Please contact the conference suite team if you have any further requirements. Tel: 020 7520 2404 Email: [conferencesuite@ncvo-vol.org.uk](mailto:conferencesuite@ncvo-vol.org.uk) Fax: 020 7713 6300