



**APPLICATION FOR LET (internal applicants only)**

**All details must be completed**

**NAME** \_\_\_\_\_

**ORGANISATION/DEPARTMENT** \_\_\_\_\_

**CONTACT No.** \_\_\_\_\_

**ACCOMMODATION REQUIRED** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TIMES** \_\_\_\_\_

**GROUP NAME** \_\_\_\_\_

**NUMBERS EXPECTED** \_\_\_\_\_

**SET UP REQUIRED (Tables, Chairs, etc)**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please note:** At least 48 hours written (or email) notice must be given if booking is cancelled, or administration charge will be applied

**Office Use Only**

<b>Centre Charge if applicable</b>	<b>Invoice Number</b>
<b>Invoice Number</b>	<b>Date Raised</b>