

# The Training Suite

Third Floor, The Connal Building, 34 West George Street, Glasgow, G2 1DA  
Tel: 0141 332 8855 • Email: enquiries@thetrainingsuite.co.uk

## Reservation Request Form

Contact Name: ..... Organisation: .....

Contact No: ..... E-mail: .....

Address: .....

Charity / Voluntary Organisation

Business

**Dates and Times Training Suite is required – include prep and break down time.**

	Mon	Tues	Weds	Thurs	Friday	Sat	Sun
Dates							
Time In							
Time Out							

Number of further breakout rooms required (one breakout room included in Suite): \_\_\_\_

Please circle additional equipment you require from us: (wifi on site & included)

**OHP**

**Flipchart & Paper**

**TV, VHS & DVD Unit**

**Digital Projector**

Please circle the layout required: **Circle** **Semi-circle** **Theatre** **Boardroom** **Other**

Number of people (incl. trainers): \_\_\_\_\_ Tea/coffee & biscuits required? **Yes/No**

Do you require buffet catering? **Yes/No** Do you require tables in the suite? **Yes/No**

I confirm the above details are correct.

Signature: ..... Date: .....

Name: .....

Please return this form to the address above and we will advise you of availability and the deposit due to confirm this booking.