

General Information

Name of organiser:

Company:

Address:

Invoice name and address (if different to above):

Please note we ask for a 50% deposit of the total amount to secure your booking.

Reference/purchase order to go on invoice:

Contact telephone number:

Email address:

Date of event:

Start time:

End time:

Event title:

Numbers attending guests (including speakers)*:

Room Hire	Mark with an X the room you wish to hire	Please specify the room layout (theatre, cabaret, boardroom style)
North School		
South School		
East School		
Room 1		
Room 2		
Room 5A		
Room 6		
Room 7		
Room 8		
Room 9		
Room 10		
Room 11		
Room 12		
Room 13		
Room 14		
Room 15		
Quad Area		
Ewert House		

EXAMINATION SCHOOLS: CONFERENCES & EVENTS

75-81 HIGH STREET, OXFORD, OX1 4BG

TEL: 01865 276905

EMAIL: conferences@exams.ox.ac.uk



AV Equipment	Quantity required
Projector	
Screen	
Laptop	
Plasma screen	
Staging	
Lectern and microphone	
Lapel microphones	
Roaming microphones	
AV technician (please specify whether you require this for a half day or full day)	
Flipchart, pad and pens	
WIFI access (please note we currently only have access for 200 users within the building)	

Catering

Please specify your catering requirements. Please be as precise as possible regarding your requirements eg the time of day you require catering to be ready by eg first tea and coffee break at 09.30am, second tea and coffee break at 15:00 etc.

Other details

Please give a brief summary of what the event is about and who it is aimed at.

Please use this space to tell us about any other information we should know about to help make your event a success (eg wheelchair access for guests etc).

VAT Number

If you have a registered VAT number, please provide it here: _____

VAT exemption

If you consider that your organisation is exempt from paying VAT, you will need to complete a VAT exemption form (<http://tinyurl.com/VATExemptionForm>) and send us proof of your VAT exemption status from HRMC or your organisation's head office.

If you are exempt from paying VAT please tick this box to confirm you have sent us the relevant paperwork (emailed to the address below):

☐

Confirmation

I accept paying a 50% deposit for the total costs of my event with this booking form and I enclose or will send a:

☐

Cheque addressed to the University of Oxford Examination Schools

☐

A purchase order number which is _____

☐

Please invoice me at the name and address above

☐

I have read the terms and conditions of hire and agree to accept them (terms and conditions are attached to this document or can be found at):

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/examinationschools/documents/Terms_and_Conditions.pdf

Signature: _____

Please return this form to the Events team, Examination Schools,
The High Street, Oxford, OX1 4BG or email conferences@exams.ox.ac.uk

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