



General Booking Form

Reset

Purchase Order No. Booking Reference Booking Taken By
FOR OFFICE USE ONLY FOR OFFICE USE ONLY

Title* Full Name Charity No.
BOOKING CONTACT IF APPLICABLE

Organisation/Company

Address

Postcode Telephone Mobile

Email Website

EVENT DETAILS

London Muslim Centre

- Ground Floor Hall
- 1st Floor Hajja Um Aeref Hall
- Seminar Suite
- Community Rooms (x6)
- 1st Floor Meeting Room
- 4th Floor Meeting Room

Maryam Centre

- 1st Floor Meeting Room
- 3rd Floor Aishah Hall
- Community Rooms (x6)

Facilities

- Chairs
- Tables
- Lecturn
- Internet
- Kitchen
- Audio/Video

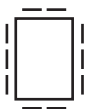
TYPE OF EVENT

- Meeting
- Exhibition
- Training
- Press Conference
- Conference
- Bazaar
- Workshop
- Awards Ceremony
- Annual General Meeting
- Trade Fairs
- Dinner/Banquet
- Product Launch

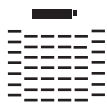
DATE & TIME

Date/s Setup time Start time End time
 No. of people expected

BRIEF DESCRIPTION OF EVENT



BOARD ROOM



THEATRE



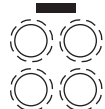
U-SHAPE



CLASSROOM



CABARET



BANQUET

ADDITIONAL FACILITIES

*AVAILABLE AT ADDITIONAL COST

- Setup/Packup
- Projector
- Urn
- Camera & Technician
- Stage/Platform
- LED TV
- Refreshments
- Camera & Video Link
- Stage
- Laptop
- Flip Chart
- Portable Partition

Signed

Print Name

Date

Signing this form constitutes a contract with The ELMT and shows that you have read and agree with our Terms and Conditions for Hire that you have been given with this booking form.