

ukft

Central London Event Space for hire



UKFT offers a light and versatile venue moments from Holborn, Covent Garden and Soho. The Atrium provides the perfect setting for meetings, receptions, press launches and showroom presentations.

Details:

Central London Event Space for hire
9m by 5.5m (30 ft x 18 ft): total area 50m² (540 ft²)

Equipment:

- Stringer retail display system, with adjustable rails and shelves on main wall - 8.5 m x 2.3 m (28 ft x 7.5 ft)
- Extensive natural light from glass room and windows
- Overhead lights and spotlights
- Full audio visual system
- Fitted blinds for partial black-out for presentations
- Chairs and tables for meetings and presentations

Opening hours: 9 am – 5 pm Monday to Friday
Catering: Available on request

ATRIUM BOOKING FORM

Brand Name

Registered Company Name

Address

Postcode

Contact Name

Position

Tel

Mobile

Signature

Date

HIRE DATE(S)

	HIRE RATES (prices including VAT)	
	Members	Non-Members
Full Day: 9am - 5pm	£420.00	£720.00
Half Day: 9am - 1pm	£234.00	£390.00
Half Day: 1pm - 5pm	£234.00	£390.00

Please let us know what you will be using the space for:

Payment Option *full payment must be made in advance*

1. Full payment by BACS or Debit card (Sort Code: 09-02-22 Account Number: 10587126)

2. Full payment by Credit Card (this incurs 4% charge)

Credit card details

Visa Mastercard Switch/Maestro Solo Amex Delta

Debit amount £

Cardholder's name

Company

Cardholder's address (if different from above)

Postcode

Card number

Expiry date

Issue number

Start Date

CSV

The following charges may apply if a booking is cancelled

4 weeks' notice 25% of total cost **3 week's notice** 50% of total cost

2 week's notice 75% of total cost **1 week or less** 100% of total cost

NB: We are unable to accept bookings from members who have not paid their current subscription or who have other UKFT invoices outstanding

Office use

Booking confirmed

Payment received

Please return completed form to:

UKFT, 3 Queen Square, Bloomsbury, London WC1N 3AR Tel: 0207 843 9460 Email: info@ukft.org www.ukft.org