

## PAGB CONFERENCE ROOM FACILITIES

PAGB is based in central London close to Holborn tube and offers a convenient venue for small to medium sized meetings.

- The conference room is air-conditioned and has extensive windows for natural light. The furnishings are of high quality and can be set up for either boardroom or classroom layouts.
- We are situated on the 3<sup>rd</sup> floor. **Disabled Access** – Access to 3rd floor is by use of a lift. If a delegate is disabled please call Lorraine Berry for advice before booking
- Tea/ Coffee included in the price

ROOM	CAPACITY	PAGB Full Members	PAGB Associate Members	Non-Members
<b>Conference Room</b>	30-40 people Theatre Style	<b>FREE</b> to Full members	9am-1pm <b>£150.00</b>	9am-1pm <b>£350.00</b>
	22 Boardroom style	Subject to availability 2 weeks' notice required	1pm-5pm <b>£150.00</b>	1pm-5pm <b>£350.00</b>
	16 Classroom style		Whole day <b>£275.00</b>	Whole day <b>£650.00</b>

Included in the room hire cost is the use of audio visual equipment:

- flip chart
- overhead projector and screen
- paper and pencils

All quoted costs are subject to VAT at the prevailing rate

For an additional charge PAGB will also arrange sandwich lunch if required, this will be served in the conference room.

Provisional bookings will be released after 7 days if we have not received written confirmation of your meeting request

**50% of the booking fee will be charged for any cancellation with less than 7 days' notice.**

# PAGB CONFERENCE ROOM FACILITIES

## BOOKING FORM

### Your Details

<b>First Name</b>		<b>Surname</b>	
<b>Job Title</b>			
<b>Organisation</b>			
<b>Business Address</b>			
		<b>Postcode</b>	
<b>Telephone</b>		<b>Facsimile</b>	
<b>Your purchase order number:</b>			
<b>Name of person to receive invoice:</b>			

Please fill in all the details so that we can process your booking to go as smoothly as possible.

<b>Date of Meeting</b>	
<b>Time Meeting begins</b>	
<b>Time Meeting ends</b>	
<b>No. of Delegates</b>	Please fill in the list below with the attendees names. <b>ALL ACCESS TO THE MEETING ROOM IS FROM 9AM UNTIL 5PM</b>

Please tick if you require the following and indicate timings if necessary

<b>Projector &amp; Screen</b>	
<b>Flipchart</b>	
<b>Tea &amp; Coffee Breaks</b>	
<b>No of coffee &amp; tea required</b>	
<b>Lunch</b>	
<b>Wheelchair Facilities</b>	

<b>Any Special Requirements</b>	
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<b>Disabled Access</b>	<b>Please give in detail any information on disabled people attending the meeting so we can be fully prepared in case of an emergency.</b>
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# PAGB CONFERENCE ROOM FACILITIES

## DELEGATE LIST

Please list the delegates in the spaces provided. We require this information for security measures.

Delegate 1	
2	
3	
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<b>Any Additional Comments</b>	
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An invoice will be sent to the above address within 7 days after receipt of your booking form.

**Please return this completed form to:**  
**Proprietary Association of Great Britain (PAGB), Vernon House, Sicilian Avenue, London WC1A 2QS**  
**T: 020 7242 8331    F: 020 7405 7719    E: [events@pagb.co.uk](mailto:events@pagb.co.uk)**



## **Getting into the PAGB office**

- When you arrive at Vernon House, you will find a key pad by the door.
- You need to scroll through until you find the PAGB name appear and then press 'CALL'.
- This will then ring the Reception in our office, who will then be able to let you into the building.
- Please note, the buzzer does NOT work by pressing the relevant floor and then call. PAGB is on the 3<sup>rd</sup> floor, pressing 3 and then the call button will not work. You need to find PAGB by scrolling through the list of companies in the building and then pressing call.