



The Pavilion Sports and Leisure Club

135 Footscray Road, Eltham, London, SE9 2SY

Tel. 020 8850 4816

Meeting Venue Booking Request Form

Receipt of this form does not guarantee request approval
You will be contacted once your request has been processed by The Pavilion

Company Name: _____

Name of Meeting Organizer: _____

Department: _____

Email: _____

Telephone number[s]: _____

Telephone number[s]: _____

Date of Meeting: _____

Time when access to the site will be needed: Start: HH:MM End: HH:MM

Number of meeting attendees: _____

Meeting areas required during site visit - delete as appropriate

Lounge: Yes / No Hall: Yes / No

Please provide a brief description of the meeting:

Please provide details on how you would like the room [s] to be setup:

Are refreshments required during your visit- delete as appropriate: Yes / No

If refreshments are required please complete the Refreshments Section below

Is equipment required during your visit- delete as appropriate: Yes / No

If equipment is required please complete the Equipment Section below

Refreshments Request

Are refreshments required on arrival - delete as appropriate:

Yes / No

Are refreshments required during the visit - delete as appropriate:

Yes / No

If Yes, at what times:

HH:MM

HH:MM

HH:MM

HH:MM

Is lunch required - delete as appropriate:

Yes / No

If Yes, at what time:

HH:MM

Do you have any special dietary requirements:

Yes / No

If you have any special dietary requirements please provide details below:

Food arrangements to be organised with the Operations Manager after the meeting has been confirmed.

Equipment Request

Please delete as appropriate

Projector and projector screen

Yes / No

Access to the plasma TV screen

Yes / No

White board and pens

Yes / No

Flip Chart and pens

Yes / No

Laser pointer

Yes / No

Additional requests: