

**GUERNSEY AIRPORT TERMINAL BUILDING
CONFERENCE ROOM
BOOKING APPLICATION FORM**

Company/Department:	
Address:	Contact Name:
	Telephone:
Date(s) Required:	Number of Attendees:
<p align="center"><u>TRAINING ROOM</u></p> <p>Duration of Hire: (please tick appropriate box) Half Day(s) (£50.00 per ½ day) or £17.00 per hour if less than a half day Times, if per hour : <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> 0800 – 1200 hrs <input type="checkbox"/> 1300 – 1700 hrs <input type="checkbox"/> Full Day(s) (£80.00 per full day) 0800 – 1700 hrs <input type="checkbox"/> Please note that a full charge may be levied for those meetings which run over the specified half day times.</p>	<p align="center"><u>CONFERENCE ROOM</u></p> <p>Duration of Hire: (please tick appropriate box) Half Day(s) (£75.00 per ½ day) or £25.00 per hour if less than a half day Times, if per hour : <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> 0800 – 1200 hrs <input type="checkbox"/> 1300 – 1700 hrs <input type="checkbox"/> Full Day(s) (£120.00 per full day) 0800 – 1700 hrs <input type="checkbox"/> Please note that a full charge may be levied for those meetings which run over the specified half day times.</p>
<p>Equipment Required for Hire: (please tick appropriate box)</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Flip Chart <input type="checkbox"/> (£8.00 per session) </div> <div style="width: 45%;"> Conference Telephone <input type="checkbox"/> (Conference Room only) (£30.00 per session) </div> </div> <p>VGA Projector and DVD/Video Player also available for use free of charge (Conference Room only)</p>	
<p>Refreshments required: (please tick appropriate box and indicate time preference)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Tea/Coffee <input type="checkbox"/> £1.75 per person Tea/Coffee & Min. Water <input type="checkbox"/> £3.50 per person Tea/Coffee etc Time required _____AM _____PM </div> <div style="width: 45%;"> Tea/Coffee & Muffins <input type="checkbox"/> £3.80 per person Sandwiches with fruit platter <input type="checkbox"/> _____ £7.00 per person time required </div> </div>	
<p>Applications should be returned to: The Administration Office, Guernsey Airport, La Villiaze, Forest, Guernsey, GY8 0DS. E-mail airport@gov.gg</p> <p>NB Car parking is provided in the main public car park. Attendees should use the 'old' public car park on the right of the main airport approach road. Car park tickets must be presented to the Terminal Duty Officer in order that exit from the car park can be arranged without payment being required.</p>	