STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Internal Room Bookings Request

TO: Main Reception	Booking Reference	RB 14927
FROM: Amanda	DEPT: Community Safety	
	EXT: 423692	DATE: 22.1.08
1. TITLE OF MEETING/EVENT FOR NOTICE BOARD	PPPG (Partnership Performance & Planning Group)	
2. DAY & DATE OF MEETING/EVENT	Tues 22 July/21 October/20 January/17 March 09/21 April 09	(45 Days)
3. TIME OF MEETING	FROM: 10.00 TO: 12.00 ACCESS REQUIRED FROM: 9.00	
4. ROOM REQUESTED	DOVE ROOM	
5. ROOM CONFIRMED BY	SW.	
6. NUMBERS ATTENDING	25	
7. ROOM LAYOUT NB. Will be standard except for Churnet Room, please specify opposite		
8. ADDITIONAL FACILITIES REQUIRED – Please tick/specify (Minimum number 6)	Overhead Projector Screen Flipchart Other	
9. REFRESHMENT REQUIREMENTS	Please tick if required and state numbers	
	Tea	
	Coffee	
	Water	✓
	Biscuits	
	Portable drinks machine	✓
	Other (please specify)	
10. REFRESHMENTS COST CODE (Must be stated)		
11. CAR PARK REQUIREMENTS (Subject to availability)		Length of time
	Name:	
	Name:	

Reception 23 JAN 2008

IMPORTANT: **Please submit 3 part booking form intact to relevant booking point. Ensure legibility on all copies. A copy will be returned to you as confirmation**

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Internal Room Bookings Request

TO: Main Reception	Booking Reference	RB 14927
FROM: Amanda	DEPT: Community Safety	
	EXT: 43617	DATE: 22.1.09
1. TITLE OF MEETING/EVENT FOR NOTICE BOARD	PPPG (Partnership Performance & Planning Group)	
2. DAY & DATE OF MEETING/EVENT	Tues 22 July / 21 October / 20 Jan 09 / 17 March 09 / 21 April 09	(4 Dates)
3. TIME OF MEETING	FROM: 10.00 TO: 12.00 ACCESS REQUIRED FROM: 9.00	
4. ROOM REQUESTED	DOVE ROOM	
5. ROOM CONFIRMED BY	SW	
6. NUMBERS ATTENDING	25	
7. ROOM LAYOUT NB. Will be standard except for Churnet Room, please specify opposite		
8. ADDITIONAL FACILITIES REQUIRED – Please tick/specify (Minimum number 6)	Overhead Projector Screen Flipchart Other	
9. REFRESHMENT REQUIREMENTS	Please tick if required and state numbers Tea Coffee Water ✓ Biscuits Portable drinks machine ✓ Other (please specify)	
10. REFRESHMENTS COST CODE (Must be stated)		
11. CAR PARK REQUIREMENTS (Subject to availability)	Name: Name:	Length of time

Reception 23 JAN 2009

IMPORTANT: **Please submit 3 part booking form intact to relevant booking point. Ensure legibility on all copies. A copy will be returned to you as confirmation**

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Internal Room Bookings Request

TO: Main Reception	Booking Reference	RB 14927
FROM: Amanda	DEPT: Community Safety	
	EXT: 42367	DATE: 22.1.09
1. TITLE OF MEETING/EVENT FOR NOTICE BOARD	PPPG (Partnership Performance & Planning Group)	
2. DAY & DATE OF MEETING/EVENT	Tues 22 July / 21 October / 20 Jan 09 / 17 March 09 / 21 April 09 (4 dates)	
3. TIME OF MEETING	FROM: 10.00 TO: 12.00 ACCESS REQUIRED FROM: 9.00	
4. ROOM REQUESTED	DOVE ROOM	
5. ROOM CONFIRMED BY	SW	
6. NUMBERS ATTENDING	25	
7. ROOM LAYOUT NB: Will be standard except for Chumet Room, please specify opposite		
8. ADDITIONAL FACILITIES REQUIRED – Please tick/specify (Minimum number 6)	Overhead Projector Screen Flipchart Other	
9. REFRESHMENT REQUIREMENTS	Please tick if required and state numbers Tea Coffee Water ✓ Biscuits ✓ Portable drinks machine ✓ Other (please specify)	
10. REFRESHMENTS COST CODE (Must be stated)		
11. CAR PARK REQUIREMENTS (Subject to availability)	Name: Name:	Length of time

Reception 23 JAN 2009

IMPORTANT: **Please submit 3 part booking form intact to relevant booking point. Ensure legibility on all copies. A copy will be returned to you as confirmation**