

BOOKING FORM - CONFERENCE AND MEETING FACILITIES

Please return by email or post to:

Gunnar P Larsen, Managing
 Director
 E: gpl@ducc.co.uk
 P: +44 (0) 207 259 6795

The Danish-UK Chamber of Commerce Limited
 55 Sloane Street
 London SW1X 9SR
 United Kingdom

Contact and company details:

Full company name Member			
Company Address			
Company Address			
Company City			
Company Postcode			
Company County			
Company Registration No:		Company VAT No:	
Contact Name and Position			
Billing Address <i>(if different from Company Address)</i>			
Phone (direct dial/extension to contact person)			
Contact person on the day(s) of event <i>(if different from above)</i>			
Mobile number of Contact person on the day(s) of event			
Reference/PO Number			



Meeting requirements:	Meeting Room A	Meeting Room B	Conference Room
Date(s) required			
Hours each day <i>The rooms are available from 9.00 - 16.30 (Mon-Thu), 9.00 - 16.00 (Fri)</i>			
Purpose of meeting: Please provide a brief of your meeting!			
Number of Attendees*			

Please indicate Yes or No to the following:

Coffee/tea and water required? **			
Projection equipment required?			
Slide projector: Epson EMP-50?			
Laptop computer: Compaq Armada E 500 Required?			
Flip-chart?			

* A list with Name, company name and title of ALL guests/participants who are expected at the event is required latest 2 working days prior to the event by email to Gunnar P Larsen gpl@ducc.co.uk

** Catering. Other types catering can be organised. Price and details on enquiry.

Terms & Conditions!

The booking is subject to terms and conditions set out by the Chamber and The Royal Danish Embassy. These are available at the following link http://www.ducc.co.uk/sm/About_us/RoomHire/. The booking is only valid once you have received confirmation back from the Chamber and deposit arranged.

See website here for full details of the terms and conditions: Link

Date: _____ Signature _____
Name (CAPITAL LETTERS)

