

**NORTH YORK HEALTH SERVICES NHS TRUST
ST MONICA'S HOSPITAL - JEAN FARGHER RESOURCE ROOM
BOOKING FORM**

NAME: _____
ADDRESS: _____
TELEPHONE: _____
E-MAIL: _____
DATE REQ'D: _____

ROOM REQUIREMENTS: All trainers/speakers should arrive before trainees/delegates to ensure they set out the room and equipment to their requirements. We do not do this.

BOARD ROOM LAYOUT - 4 TABLES IN AN OBLONG SEATING 12 TO 15

CLASSROOM SETTING - 4 TABLES SEATING TWO PERSONS TO EACH TABLE (8)

THEATRE LAYOUT - APPROX 30 CHAIRS

Please return the room to a board room layout before leaving.

We do have the following equipment available:-

PROJECTOR: YES/NO

(You may bring your own)

LAPTOP: YES/NO

(You may bring your own)

TV/VIDEO/DVD: YES/NO

FLIP CHART STAND: YES/NO

(Your own paper and dry board pens are required)

FOR NHS MEETINGS ONLY:

CATERING (SUPPLIED BY HOTEL SERVICES YORK NHS TRUST)

MENU'S SUPPLIED ON REQUEST: This will be set out for you and cleared up as a charge will be made by catering department for this service.

BUDJET CODE:

OR NAME AND ADDRESS FOR INVOICE: YES/NO

(You may bring your own food and beverages and use our beverage kitchen. If you wish for the honesty (small charge) tea/coffee/milk etc please advise beforehand but note it is your responsibility to set up and clear up afterwards.)