

Booking Reservation Form

Contact name for Event:.....

Organisation/Company Name:
.....

Address:

.....

Post Code:.....

Telephone No:.....

Email:.....

Address for invoice (if different from above)
.....

Post Code.....

Sector: Voluntary/Community
 Public
 Private

Event Details

Event Title:

Number of people attending:.....

- A 10% reservation fee is required with the completed booking form.
- RCRE reserves the right to refuse entry.
- Terms & Conditions of booking will be provided on receipt of the booking reservation.

Please return the completed form to:

Monica Homer

Secretary/Admin. Support

RCRE



READING COUNCIL FOR RACIAL EQUALITY
1 ,Giles Court, Southampton Street
Reading, Berkshire
RG1 2QL

Phone: 0118 9510 279

Fax: 0118 9606 729

E-mail: info@rcre.co.uk

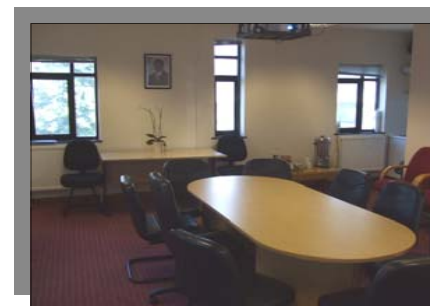
**Working to create a fair, just
and united community**

***Supporting Individuals,
Organisations & Communities.***

READING COUNCIL FOR RACIAL EQUALITY



The 'Tunde Odunsi' Suite



TRAINING/CONFERENCE ROOM BOOKING FORM

Background Information

Reading Council for Racial Equality (RCRE) has been supporting voluntary community organisations and individuals across the Greater Reading area for decades.

The organisation recently moved into new premises which has a purpose built Training/Conference room with sitting capacity for 20-30 people (depending on seating arrangement).

RCRE has named this room the '**Tunde Odunsi Suite**' in memory of the late Chief Ayinde Olatunde Odunsi (RCRE Executive Committee Member & Honorary Treasurer for over 40 years).

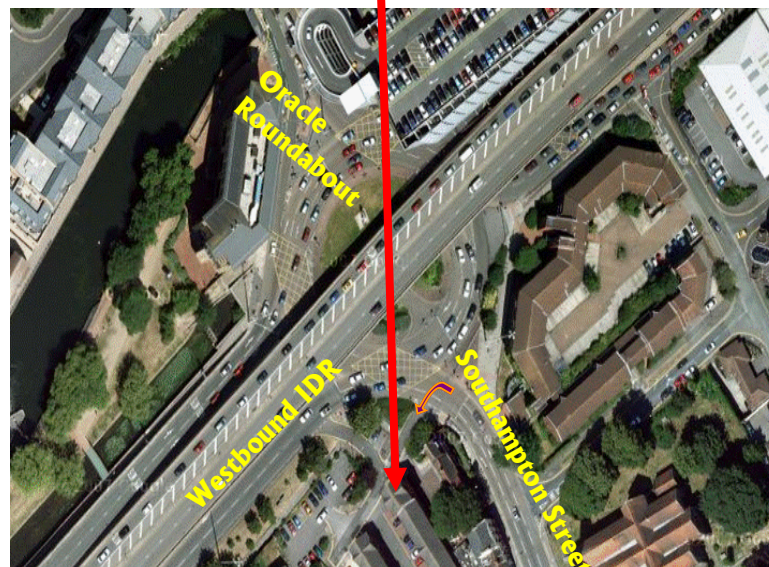
The Training/Conference room has been equipped to provide modern meeting room facilities with a dedicated laptop with sound system, wireless internet hub, an interactive Whiteboard, flipchart, Overhead Projector [OHP] and hot drinks making facilities. The next phase of the project is to improve disabled access.

The '**Tunde Odunsi**' meeting room is available for hire to Voluntary & Community groups at affordable rates, and can also be hired by public bodies and private organisations working in the interest of the community.

How to find us

1 S^t Giles Court

We are here:



The office is located in a cul-de-sac at the bottom of Southampton Street. The drive is on the immediate left of the last set of traffic lights just before approaching the Oracle roundabout.

Parking

RCRE cannot guarantee daytime parking as it is allocated 4 parking bays on the forecourt and are in use during the day.

The nearest car parks are:

- **The ORACLE: Riverside and Holy Brook - which are about 5-8 minutes walk to the premises.**
- **The Queens Road Car park which is about 10-12 minutes walk to the premises.**

Available sessions (please tick as required)

	All Day 9am-5pm	Morning 9am-12.30pm	Afternoon 1.30pm-5pm	Evening 6pm-10pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Cost of Training Room Hire

From: 9.00AM-5.00PM £110

From: 9.00AM-12.30PM £60

From: 1.30PM- 5.00PM £60

From: 6.00PM-10.00PM £50

[Community Groups get 20% Discount on Booking Fee]

Equipment: Per Flipchart	(£10)
Laptop & Projector	(£60)
Overhead Projector	(£10)

(use of normal/interactive whiteboard is included in the price).

Refreshments: Tea/Coffee & Biscuits (£1.00/person)

Reservations can be made by either:

- **Completing the form overleaf;**
- **Telephone: 0118 951 0279; or**
- **Email: Monica@rcre.co.uk**