

BOOKING NO

LANGTON/GRANGE ICT SUITE BOOKING FORM



Name Of Organisation:

Department (Council bookings only):

Address: **Post Code:**

Contact Name: **Tel:** **Fax:** **E-mail:**

Title of event:

<p>Date Required: ____ / ____ / ____</p> <p>Time: From ____:____ To ____:____</p> <p>Number of attendees: ____</p> <p>Will you require Technical Support on the day?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>GRANGE ONLY - Layout required:</p> <p>12 PCs round perimeter of room facing walls (Course Layout) <input type="checkbox"/></p> <p>10 PCs facing front/sideways on to front (Training layout) <input type="checkbox"/></p>
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Software

All of the Computers have access to the Internet and a list of other software is attached. If you require any specific additional software on the day please supply the installation discs at least **two weeks** in advance, so that it can be installed and tested. **NB:** If we do not receive the installation discs two weeks in advance, we cannot guarantee that the software will be available on the day.

Additional Software: _____

Additional Hardware: _____

Sound

If using sound, will you require any headphones? Yes No

Will you require microphones? Yes No

Please return this form at least two weeks before you require the room. If it is not returned by ____/____/____, unfortunately we cannot allocate the Langton or Grange Suite to you.

For Office Use Only

Processed by (Print Name) _____ **Date:** _____

Confirmation sent: _____

Forwarded to Technical Support: Yes No **Entered in diary:** Yes No

Wigan Council, Children and Young People's Services, Professional Development
Centre, Park Road, Hindley, Wigan WN2 3RY.
Phone: 01942 703713/704152 Fax: 01942 767117