

The
HARRIS

theharris@preston.gov.uk.

Catering notice: Must be confirmed at least 1 week before the event

Budget code (PCC requests only): -----

Organisation	
Event Title	
Private meeting?	
Event date	
Event time	
Number of attendees	
Contact name	
Contact email	
Contact telephone number	
Invoice address	
Invoice email (if different from above)	
Invoice telephone number (if different from above)	
Please tell us about any access requirements	



Venue selection: Reading Room ☐ The Studio ☐ Other ☐

Reading Room maximum layouts

- Theatre: Up to 100 seats
- Boardroom: Up to 22 seats
- Cabaret: Up to 48 seats

Refreshment request (prices include VAT)

Menu Choice	Qty	Price	Total Amount
Breakfast			
Sandwich Buffet			
Finger Buffet			
Fork Buffet			
Canapes			
Hot Buffet			
Tea and coffee			
Alcohol			
Total			
Please provide details of any dietary or allergy requirements			

Room hire rate (please select the appropriate rate)



Reading Room Fees:	Morning (9am -1pm) or Afternoon (1pm – 5pm)	All Day
Large corporate organisations: incorporated business entities with significant resources and market presence, typically with 250 or more employees.	£600	£1,100
Medium organisations: 50 to 249 employees. Small organisations: 10 to 49 employees.	£400	£700
Charities: non-profit organisations.	£200	£300
The Studio	£50 per hour	

Equipment request

Tables		Projector screen		Microphone	
Chairs		Laptop		Other	
Projector		Speakers			