Further to your enquiry regarding the above, please find attachment for your perusal/completion/return **(in PDF Format)** to **RBconsultationrooms@justice.gov.uk**

**Large** room up to 12 (twelve) people @ **£220:00** + VAT

**Medium** room up to 8 (eight) people @ **£165:00** + VAT

**Small** room up to 4 (four) people @ **£110:00** + VAT

The above are **daily rates** or **any** part thereof (there are **no** hourly or part day rates available)

Enter the appropriate **daily charge** to indicate the size of room you are seeking.

There are **2 (two)** pages to the attachment, please read and complete.

For multiple room requirements a form will be required for **each** room requested

If you have a DX number kindly provide in full and **not** just the number - thank you!

**PLEASE ENSURE YOU DO NOT ALTER THE FORMAT OF THE FORM WHEN COMPLETING AND IT REMAINS ON TWO (2) PAGES ONLY**

**Key collections:**

**Keys may be collected from 09:00 a.m.** – Upon your arrival please ring 0207 947 6585 for assistance or ask a Security Officer

**Key returns:**

Please **ensure** you obtain a receipt upon returning the key/s to **HMCTS** upon completion of your hire (Queries, if any can **only** be investigated on proof of same)

Key/s having been returned to HMCTS the hire will be terminated for that period and you will be required to submit a further booking form/Contract for all future periods

**Catering Deliveries**

It is no longer possible for our staff to receive food deliveries on behalf of your Company, therefore when ordering your food, you must give the caterer the contact Name & Telephone Number of a member of your Company who can be contacted by the caterer at the time they are making your delivery.

You should also inform them of:

1. The consultation room number you are in and -
2. Company name

Failure to give the above information may lead to your order being refused on site

**PLEASE NOTE: ALL room allocations are subject to availability and operational status when you hire commences**

**Please be advised that payment for the hire becomes due, from your Company, and payable 30 (thirty) days after receipt of invoice, (it is not acceptable to withhold payment until your Client has paid you) withholding or delaying payment may result in refusal of your Company hiring further Consultation Rooms.**

**PLEASE ENSURE YOU QUOTE THE INVOICE NUMBER WHEN MAKING PAYMENT**