



Guernsey Airport

A DIVISION OF THE PUBLIC SERVICES DEPARTMENT

GUERNSEY AIRPORT TERMINAL BUILDING CONFERENCE ROOM BOOKING APPLICATION FORM

Company/Department:

Address:

Contact Name:

Telephone:

Date(s) Required:

Number of Attendees:

Duration of Hire: (please tick appropriate box)

Half Day(s) (£70.00 per ½ day)

0800 – 1200 hrs

Full Day(s) (£100.00 per full day)

0800 – 1700 hrs

1300 – 1700 hrs

Please Note that a full charge may be levied for those meetings which run over the specified half day times.

Equipment Required for Hire: (please tick appropriate box)

VGA Projector

(£50.00 per session)

DVD/Video

Player (£20.00 per session)

Flip Chart

(£8.00 per session)

Conference Telephone

(£15.00 per session)

Refreshments Required: (please tick appropriate box and indicate time preference)

Tea/Coffee

£2.50 per person

Tea/Coffee

& Biscuits
£3.50 per head

Tea/Coffee

& Muffins
£3.50 per head

Tea/Coffee &

Min. Water
£3.50 per person

Sandwiches with

fruit platter
£6.00 per person

_____ time required

Tea/Coffee etc

Time required _____ AM _____ PM

Buffet

£7.50 per person

_____ time required

**Applications should be returned to: The Airport Secretary, Guernsey Airport,
La Villiaze, Forest, Guernsey, GY8 0DS. E-mail julie.brown@gov.gg**

NB Car parking is provided in the main public car park. Attendees should use the 'old' public car park on the right of the main airport approach road.

Car park tickets must be presented to the Terminal Duty Officer in order that exit from the car park can be arranged without payment being required.