

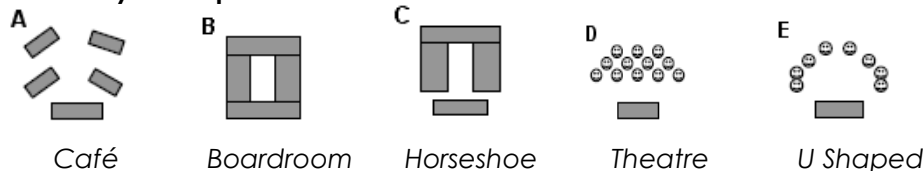
**THURROCK ADULT COMMUNITY COLLEGE  
RICHMOND ROAD  
GRAYS ESSEX RM17 6DN**

Academic Year: 2017/2018

|   |  |
|---|--|
| <b>Name of Society/Organisation/Directorate</b>                     |  |
| <b>Address for invoicing</b>  |  |
| <b>Contact Telephone Number day/evening</b>                         |  |
| <b>Contact Name (block letters please)</b>                          |  |
| <b>E-mail address</b><br>Required by Thurrock Council for invoicing |  |
| <b>Purpose of Hiring / Event Title</b>                              |  |
| <b>Number of attendees anticipated</b>                              |  |
| <b>Accommodation required – Classroom/Hall</b>                      |  |

| Date of event | Setting Up Time | Event Start Time | Event Finish Time | Clearing Time |
|---------------|-----------------|------------------|-------------------|---------------|
|               |                 |                  |                   |               |

**Room layout required**



(Unless otherwise requested the default layout is Horseshoe style C. Not applicable for IT Rooms)

**Equipment Required -**

Smart board, laptop, extension lead, flipchart

**IT Room -**

Please note that Thurrock Adult Community College runs a Windows 7 based environment and are unable to guarantee compatibility with other computing environments (i.e. Apple). If you are running alternative hardware or operating systems, please ensure that you have any relevant hardware adaptors or software that you may require prior to booking as we are unable to provide these. It may be advisable to test your equipment with our systems prior to booking and we are happy to assist with this.

Details of websites to be accessed to be notified in advance to ensure they are not blocked by the College Firewall.

**Details of websites to be used if applicable:-**

**Please read the Terms & Conditions of hiring on reverse of form**