



The Banker's Club – Meeting Room Reservation Form
 tel. +48 22 828 14 12, +48 22 828 14 13, e-mail: biuro@klubbankowca.com.pl

Name of organisation:	National Tax Identification Number (NIP)
Address:	Tel.Fax.....
First name and surname of the person making the reservation:	Number of attendees:people
I am requesting use of the conference room/meeting room on:	Reserved times: from to
Purpose of the meeting:	
Fee to be paid by:	

Type of Conference Room / Meeting Room	Maximum capacity based on style set-up*:		Equipment requested*:	
	U-Shape	Theatre	Audio equipment	Multiphones No. of microphones
Room No. 2	25	50	LCD Projector	
Room No. 3	44	60	Screen	
Rooms No. 2 + No. 3	100	120	Laptop	
Meeting Room No. 1	8		Recording Service	
Board Room	14		Flipchart	
Library	6		Stand-Up Lectern	
Relaxation Room	8		Other:	

If the reservation is cancelled: 10 business days prior to the date of the event, 30% of the total price of the reservation is payable; less than 5 business days prior to the date of the event, 50% of the total price of the reservation is payable; on the scheduled event date, 100% of the total price of the reservation is payable.

We are requesting interpreter service*:

<input type="checkbox"/> simultaneous interpreting	<input type="checkbox"/> consecutive interpreting	Language
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Catering service: Please contact the Banker's Club restaurant to discuss details of catering services directly either by phone on +48 22 622 92 79 or by e-mail: restauracja@klubbankowca.com.pl

I acknowledge that I have read and agree to the Regulations of the Banker's Club.

* Please check the appropriate box.

Date:

Company Stamp and Signature of the Person Making the Reservation:

I give my consent to the processing of my personal data for information and marketing purposes by the Club under Personal Data Protection Act of 29/08/1997 (Journal of Laws No. 101, item 926, consolidated text).