**Rivers Suite Booking Form**

**Please note before completing this form that there is a £240 charge to use the Rivers Suite.**

**The Siegfried Room and Wilfred Room can no longer be booked as separate spaces.**

**This charge is for internal bookings only being paid for via a cost-code.**

**External bookings should be referred to the Conference Office on ext. 3711.**

Please return this form via e-mail to [conferences@napier.ac.uk](mailto:conferences@napier.ac.uk)

**Name:**

**Department:**

**COST CODE (required):**

**Extension Number:**

**Email:**

**EVENT TITLE (required):**

**Date(s):**

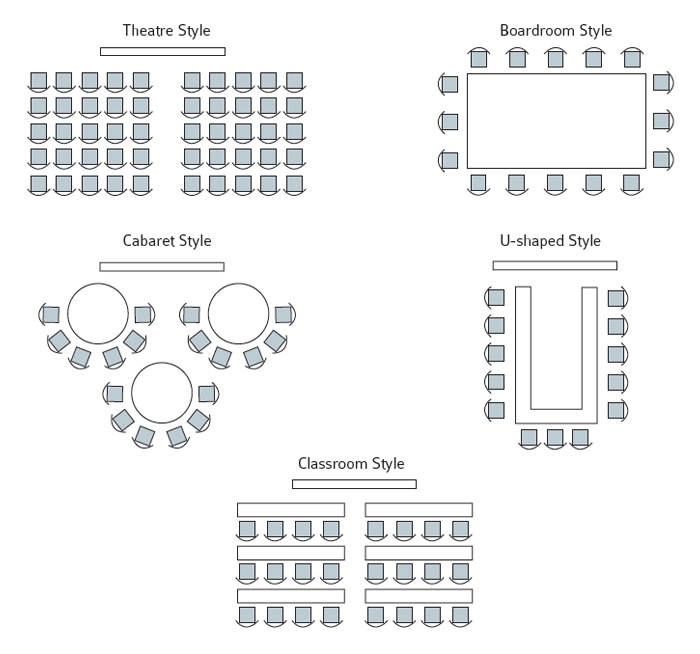
**Timings (consider time needed to set-up etc.):**

**Number Attending:**

**Preferred Room Layout (see images below):**

**Additional Information / Special Requests:**

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Maximum capacity 30 delegates

Maximum capacity 70 delegates

Maximum capacity 40 delegates

Maximum capacity 100 delegates