Ashford Business Services Ltd

Room booking form

Book meeting rooms without double-booking - one form, one log.

Booking reference	RB-2026-001
Requested by	Sarah Mitchell
Department	Operations
Contact	01632 960 123

Booking details

Room	Sarah Mitchell
Date	9 November 2026
Start time	10:30 am
End time	10:30 am
Number of people	001
Layout needed	Boardroom / theatre / cabaret
Equipment needed	Projector / video call / flipchart
Catering	Yes

Approval

Approved by	Sarah Mitchell
Status	Confirmed / Declined
Notes	Notes as agreed at the meeting.

Booking log (for the booker)

Date	Room	Time	Booked by

9 November 2026	Room	10:30 am	Sarah Mitchell
9 November 2026	Room	10:30 am	Sarah Mitchell

Sign-off

Requested by	Approved by	Date