



Reservation form for meeting rooms

Part 1 : Applicant's contact details	
<input type="checkbox"/> Organisation/independent (with company nr)	<input type="checkbox"/> Individual/private (no company nr)
Official name	
Acronym (if applicable)	
Company number (if applicable)	
Legal form / Legal status	
Full billing address	
Billing email address	
Company number (or National number)	
Contact person (responsible of the reservation)	
Phone	
E-mail adress	
Website	

For new clients only:

Main sources of funding	
Branch of activity	
Brief description of your structure	
Brief description of the type of activity you want to organize in our centres	
Do you have a person / organization working in Mundo who can give you a reference? <input type="checkbox"/> No <input type="checkbox"/> Yes Who? :	

If necessary, we may ask your bylaws and detailed financial information



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Part 2 : Room reservation request

If you need several bookings in the same month, also fill out part 3 of this document.

Total number of reservations during the month:

Desired date:

Desired timing: 8h30-12h30 13h30-17h30 8h30-17h30 18h-22h30

Desired meeting room:

Number of participants:

Meeting title for signage and orientation:

Contact person/Reservation manager (full name and fonction):

E-mail address:

Phone:

Mobile:

Name, email address and mobile number of the person present during the entire time of the meeting:

Desired layout for indicated nr of participants :



Equipment (free) needed: Beamer Microphone & speakers Others (specify)

Would you like to publish your event on the "News" page of the Mundo website? YES NO

If yes, please include all information related to the event such as an invitation or event page, including information for registration if the event is open to the public. If possible, add a picture or logo (in jpeg).

The representative acknowledges having read and accepted the terms and conditions available on the Mundo website and having informed the person present during the meeting.







Date:







Signature representative (person empowered to bind the tenant entity):







A formal agreement by e-mail eliminates the need to print this page 😊



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Part 3: To be completed for several bookings in the same month	
Official name of the tenant:	
Desired date:	
Desired timing: <input type="checkbox"/> 8h30-12h30 <input type="checkbox"/> 13h30-17h30 <input type="checkbox"/> 8h30-17h30 <input type="checkbox"/> 18h-22h30	
Desired meeting room:	Number of participants:
Meeting title for signage and orientation:	
Desired layout for indicated nr of participants:	     
Equipment (free) needed: Beamer <input type="checkbox"/> Microphone <input type="checkbox"/> Others (specify) <input type="checkbox"/>	

Desired date:	
Desired timing: <input type="checkbox"/> 8h30-12h30 <input type="checkbox"/> 13h30-17h30 <input type="checkbox"/> 8h30-17h30 <input type="checkbox"/> 18h-22h30	
Desired meeting room:	Number of participants:
Meeting title for signage and orientation:	
Desired layout for indicated nr of participants:	     
Equipment (free) needed: Beamer <input type="checkbox"/> Microphone <input type="checkbox"/> Others (specify) <input type="checkbox"/>	

Desired date:	
Desired timing: <input type="checkbox"/> 8h30-12h30 <input type="checkbox"/> 13h30-17h30 <input type="checkbox"/> 8h30-17h30 <input type="checkbox"/> 18h-22h30	
Desired meeting room:	Number of participants:
Meeting title for signage and orientation:	
Desired layout for indicated nr of participants:	     
Equipment (free) needed: Beamer <input type="checkbox"/> Microphone <input type="checkbox"/> Others (specify) <input type="checkbox"/>	