

CARREL BOOKING FORM

Carrel required from _____ to _____

Carrel and rental charges (as of 30th September 2019).

Carrel - £20.00 per calendar week or part week

I understand that;

1. If the carrel is not claimed within one week of the due date the booking will become void.
2. Payment is in advance, the first payment becoming due when the carrel is claimed.
3. A returnable deposit of £5.00 is payable for the pedestal key which is forfeited if the key is lost or damaged.
4. The rental charges quoted are reviewed annually, and new charges may be applied without further notice. Increases normally take effect from 1 October.

Signature _____ Date _____

NAME _____

INSTITUTION _____

ADDRESS _____

Send completed form to:

**The Library Administrative Officer
Institute of Advanced Legal Studies
Charles Clore House
17 Russell Square
London WC1B 5DR**