

**Personal Details**

Title	Name	Surname
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Position
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**Ethnicity**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> White UK                | <input type="checkbox"/> Black/British Other  | <input type="checkbox"/> Mixed-White & Black Caribbean |
| <input type="checkbox"/> White Other             | <input type="checkbox"/> Mixed-White & Asian  | <input type="checkbox"/> Mixed-White & Black African   |
| <input type="checkbox"/> Black/British Caribbean | <input type="checkbox"/> Asian British/Indian | <input type="checkbox"/> Mixed Other                   |
| <input type="checkbox"/> Black/British African   | <input type="checkbox"/> Asian British/Other  | <input type="checkbox"/> Prefer not to say             |

Country of Origin
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Are you registered disabled or do you consider yourself disabled?
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**Business Details**

Company Name
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Address	Tel No.
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Mobile No.
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Town/City	Fax No.
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Postcode	email address
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County	web address
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Nature of Business/Business Sector
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Business established year/month
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Total of employees
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Annual company turnover (£) (if known)
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Haringey Council requires the following information for the purpose of managing your membership. We undertake not to process your information in any manners incompatible with this purpose, nor to disclose this information to any third party without your consent, unless obliged by law to do so. I hereby apply for the membership of The Business Lounge of Haringey Libraries and agree to abide by the rules in force.

Signature	Date
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Please return this form to a staff member at Haringey Libraries or FAX it to The Business Lounge on 020 8489 2555



*The Business Lounge (TBL), is a new exciting resource for local firms and has been initiated by Haringey Libraries*



**The Business Lounge, TBL, a new resource for local firms:**

**A dedicated Members Meeting Room Area and Promotional/Exhibition Venue.** This allows you to arrange business appointments with clients and will be bookable through TBL staff.

**Private hot-desk areas** - to catch up on paperwork, emails and access the Web using internet enabled laptops in a our Wi-Fi network.

**Market and Business Intelligence Resource** - members are welcome to make full use of the latest newspapers, business journals, online directories and databases.

**Business Support and Advice** - gain information and support through our business advisor, drop in surgeries and on-hand library business officers.

**Up-to-date business office facilities.** A dedicated location equipped with internet-enabled computer hardware and business software.

**Networking opportunities and events** - by becoming a TBL member; firms show their support for and contribute towards local economic development and regeneration in partnership with private, public and community agencies.

Networking events with guest speakers will help facilitate opportunities for the creation of new business partnerships. Events, for example, will include workshops on Employment Law, Business IT and the Internet.

**Join Train to Gain.** Businesses now have access within the Borough to the major national initiative to train both private and public sector employees for FREE.

**Business and personal development through one of our HALS courses:**

- Starting a small business
- Marketing for small businesses
- Voice 7 personal presentation
- Essay writing & reports
- Job interview techniques
- Communication & presentation skills
- Business English & communication skills
- French and Spanish Languages
- Book-keeping & accounts
- Self-esteem & confidence building
- Telephone skills & customer care.

*And many more...*



*Membership of The Business Lounge is an excellent way to create a sustainable relationship with your business clients and partners.*



### The Business Lounge offers specific services that include:

#### **British Standards**

Full access to the complete collection of standards from the British Standards Institution.

#### **Business Plan Software**

Great up-to-date tools to put together a quality Business Plan. All this makes the process easier and more thought provoking. Bespoke Business Plan software provides easy step by step guidance and asks you simple questions to guide you through the process of producing a complete business plan. Based on your answers, the software selects the plan outline that is right for your business - "The fastest way to write a professional plan."

#### **Cobra**

COBRA (Complete Business Reference Adviser) provides UK market synopses, fact sheets, business opportunity profiles, sources of business support and finance, sources of business information, sector related

legislation, employment law, contacts, events, exhibitions and much more.

#### **DASH**

The database of companies, directors and shareholdings, incorporates the information for 3.5 million companies, 5 million directors and 2.5 million shareholders. New information includes further details of over half a million unincorporated businesses, such as sole traders and partnerships.

#### **Directors Briefings**

Information and advice fact sheets on every aspect of running a business. For concise, practical advice on core business issues, browse our collection of four-page briefings written for the busy director and entrepreneur. The Directors' Briefings and Start-up Briefings cover over 200 topics, and can be downloaded and copied **free of charge**. Directors' Briefings and Start-up Briefings are updated quarterly and new titles added regularly.

#### **Infotrac**

A full text online national newspaper database covering UK newspapers, including the Independent, Daily Telegraph, Guardian, Financial Times and Observer. The newspaper database has an archive going back to 1985.

#### **Keynotes**

An online resource offering market and industry reports, which are aimed at any professional organisation, which needs to research new markets.

#### **Kompass**

An online database of industrial and commercial companies, including contact address, executive details and products data. The database covers not only 174000 UK companies, but also includes Eastern and Western Europe.

#### **SnapShots**

An online statistical market research database covering 31 industry sectors, for example consumer goods, within the United Kingdom.