



BOOKING FORM
Conference Centre/Meeting Room

Name of Company:

Name of Contact:

Address:

.....

Contact number:

Email address:

Where did you find out about us:

Meeting Room (£10.00/hour, £60.00/day, **plus VAT**)

Date required:.....Number of attendees:.....

Time from:to:

Details of event:

.....

Please note: normal booking times are Monday – Friday, 09.00 – 17.00 (except Bank Holidays).

I,

have read and agreed to the Terms and Conditions of hire.

Signed.....



PLEASE TURN OVER TO COMPLETE BOOKING REQUIREMENTS

❖ Please mark the boxes below if you require any of the following:

- Projector*
- Wifi
- Flip Chart
- Chairs (How many?)

* If you would like to hire the projector, a hiring charge of £10.00 p/h plus VAT applies and a deposit of £100.00 will need to be made. This deposit will be returned the next working day given the equipment is returned without damage.

❖ If you are seating a group, please select one of the following chair layouts by ticking the appropriate box:

	Cinema (All chairs in straight lines facing towards the front).
	Small group table setting.
	Large group table setting surround by chairs.
Other (Please specify): e.g. small individual desks with chairs or no furniture e.t.c	

❖ Other requirements?

PLEASE NOTE: VAT NOT INCLUDED IN THE LISTED CHARGES