

Room Booking Confirmation Form

Your details

Name	<input type="text"/>		
Organisation	<input type="text"/>		
Address	<input type="text"/>		
Telephone number	<input type="text"/>		
E mail	<input type="text"/>	Phone number	<input type="text"/>

Event details

Title of event	<input type="text"/>		
Date of event	<input type="text"/>	Number of delegates	<input type="text"/>
Start and finish times	<input type="text"/>		

The Conference Room (seats up to 14 at table, 25 seating only)

How would you like the room arranged?



Chairs in rows	<input type="text"/>
Chairs in circle	<input type="text"/>
Chairs in semi circle	<input type="text"/>
Chairs around conference table	<input type="text"/>

Do you need any equipment?



Digital projector and laptop (please bring presentations on memory stick)	<input type="text"/>
Smart board	<input type="text"/>
Flipchart and pens	<input type="text"/>

The Seminar Room (seats up to 40)

How would you like the room arranged?



Chairs in rows

Chairs in circle

Chairs in semi circle

Do you need any equipment?



Digital projector

Laptop

Flipchart and pens

Refreshments (please give numbers)

Coffee/tea/biscuits (available all day)

Sandwich buffet

Finger buffet

Any special dietary requirements?
(please give numbers of vegetarians,
vegans, gluten-free)

Costs (prices are inclusive of VAT)

Room hire

Seminar room - £180 full day, £90 half day
Conference room - £120 full day, £60 half day

Coffee, tea, biscuits

£1 per person per day

Buffet

Sandwich buffet £4.00
Filled jacket potatoes and salad £4.00
Finger buffet £7.50

I have received and agree to the stated terms of business as stated in the Booking Conditions enclosed.

Please send the invoice for this event to

Signed Date

We look forward to welcoming you to 189. If you have any queries, please do not hesitate to contact us.