



# Booking Form

## Event Details

Title of Event  
Purchase Order No  
Date of Event  
Name of Organiser

## Correspondence

Address  
Postcode  
Telephone  
Fax  
Email

Start Time  
Finish Time  
Number of Delegates  
Disability Access Required? Yes  No

## Invoice Details (if different from above)

Contact Name  
Address  
Telephone  
Fax

## Rooms Required

(Please mark all required)

- Conference Suite
- Conference Foyer
- Garden Room
- Oak Room
- Lounge
- Restaurant (main)
- Restaurant (VDR)

## Seating Layout

- Theatre
- Boardroom
- U-shape
- Cabaret
- Classroom
- Other (specify below)

## Audio-Visual Requirements

- Data Projector
- Flip Chart
- Microphone(s)
- Wi-Fi
- Laptop (£10 per day)
- DVD
- VHS

## Catering Requirements

Time

- Coffee on Arrival
- Morning Coffee
- Buffet Lunch
- Afternoon Coffee
- Additional Refreshments
- Wine & Canapés

## Any Other Requirements / Comments

**I / We have read and agree to abide by the rules set out in the Terms and Conditions of Hire.**

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_