

EVENT BOOKING FORM

Abington Hall Conference Centre

Office direct lines for enquiries

Mary's Ltd Direct Tel: 01223 894327

Facsimile 01223 891264

Please complete all sections of the booking form

Title of Event		
Organiser		
Address for invoice		
Phone number	Fax number	E-mail
Date of event		
Number of delegates		
Venue(s) booked		
Disability access required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Start time	Finish time	
Signature *	Date	
Name in capitals		
<p>* <i>Signing this form constitutes a contract with Mary's Ltd. I have read and agree to abide by the rules set out in the Terms and Conditions of Hire.</i></p>		
<p>Please refer to our audio-visual equipment list and menu selector for our provisions and charges. Please turn the page and complete all sections. We will be happy to deal with additions and amendments as the date of your event approaches. Final amendments can be accepted up to 48 hours prior to your event but must be notified in writing.</p>		

EVENT BOOKING DETAILS

Please use this form to give us requirements for your main venue

Venue

Seating plan Classroom U-shape Theatre Cabaret
(please tick one) Boardroom Exams Plan enclosed

Additional requirements

Audio-visual *(please tick – if more than one is required, please specify)*

Overhead projector 35mm slide projector and screen
VHS video machine Flipchart stand/pad/pens
Microphones Technician (times) from _____ to _____
Data Projector

Additional requirements:

Catering: Estimated number:

Arrival – coffee/tea/biscuits time

Mid-morning – coffee/tea/biscuits time

Mid-afternoon – coffee/tea/biscuits time

Lunch time

Menu:

Drinks:

Evening reception/dinner time

Menu:

Drinks:

Special dietary requirements:

Comments:

Where did you hear about this venue?