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BOOKING FORM

Company/Group or Organisation

Company Address

Invoice Address (if different)

Purchase Order No:

Name of Meeting (to appear on Welcome Board)

Contact Name (on the day)

Email:

Telephone No:

Fax No:

Date Required

Arrival Time

Departure Time

(Please allow for any course setting up/clearing down time within your booking period)

Numbers Attending: (including Facilitators)

Delegate Rate:

ROOM REQUIREMENTS (Please tick as appropriate)

Meeting Room 1

Meeting Room 2

Meeting Rooms 1 & 2 Combined

Meeting Room 3

Lecture Theatre

All Rooms

ROOM LAYOUT: **(Please Tick)**

Theatre Style

Boardroom Style

Circle of chairs

Cabaret/Classroom

Other (please specify)

P.T.O.



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IT & EQUIPMENT REQUIREMENTS (Please tick as appropriate)

Overhead Projector	<input type="checkbox"/>	Three Dimensional Media Projector*	<input type="checkbox"/>	Laptop PC	<input type="checkbox"/>
PC Projector	<input type="checkbox"/>	Electronic Whiteboard*	<input type="checkbox"/>	DVD*	<input type="checkbox"/>
Video Conferencing*	<input type="checkbox"/>	Flipchart & Pens	<input type="checkbox"/>		
Other (Please State)	<input type="text"/>				

*Only available in the Lecture Theatre
* Acetates are not necessary when using OHP/3D Projector in our Lecture Theatre

Equipment is available to hire (subject to availability) for use by delegates.
All equipment requests should be made in advance
A Fax and Photocopying facility is also available at an additional charge.

Do you wish to have software loaded onto our machines Yes No Type

FOOD REQUIREMENTS:

BREAKFAST TO BE SERVED @ ____ AM LUNCH TO BE SERVED @ ____ PM

SANDWICH LUNCH	<input type="checkbox"/>	JACKET POTATO LUNCH	<input type="checkbox"/>	BUFFET LUNCH	<input type="checkbox"/>
CONTINENTAL BREAKFAST	<input type="checkbox"/>	TRADITIONAL BREAKFAST	<input type="checkbox"/>		

SPECIAL DIETARY REQUESTS (PLEASE GIVE DETAILS BELOW)

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ADDITIONAL INFORMATION

Signed Date

Please Tick to confirm your acceptance of our enclosed Terms & Conditions

HOW DID YOU HEAR ABOUT US? *Please circle:*

Repeat Booking Mailout E-mail Recommendation Website Search Engine



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TERMS AND CONDITIONS

Confirmation of Venue Booking:

Provisional bookings will be held for 14 days, after which time the booking may be released without further notice. To confirm a booking you need to complete and return the booking form. Within 10 days a letter will be sent to you confirming all details based on the information provided.

Room Hire:

"Day" delegates rates are based on "8 hours"; "half-day" delegate rates are based on "4 hours" either 9.00 am – 1.00 or 1.30 pm – 5.30 pm.

All rates are subject to VAT at the current rate.

Final numbers should be confirmed at least two working days before the event. Should these be exceeded on the day, the invoice will be adjusted accordingly.

We will endeavour to cater for most special dietary needs, but these will require two working days notice.

Minimum Numbers:

A charge for minimum numbers will apply dependant on the room booked:-

Lecture Theatre – 25 Delegates S1 & S2 – 10 Delegates S3 – 4 Delegates

Cancellations:

As a charity we do not ask for a deposit, but we will charge a cancellation fee. See breakdown below:

All confirmed bookings	– 25% of total cost
60 working days prior to the date of room booking	– 50% of total cost
28 working days prior to the date of room booking	– 75% of total cost
10 working days or less prior to the date of booking	– 100% of total cost

Payment:

Invoices will be sent to the person named on the booking form, unless otherwise instructed at the time of booking, after the event has taken place and payment is due within 30 days from the date of invoice.

Payment can be made by cheque or BACS. We do not accept credit cards.

General:

No food or beverages may be brought to the centre for consumption; your delegates should be made aware of this. There will be a charge for any damage or breakages due to misuse or abuse.

We cannot accept any responsibility for loss or damage to client's, or their attendee's property.

All delegates are required to sign the visitor's book unless they have their own registration form and in this case a copy must be provided at the start of the day to the centre co-ordinator

We reserve the right to amend our rates without notice should it be deemed necessary.