

Company name _____ Total no. of people attending _____

Booked by _____ Contact phone number _____

Venue Bookings

Venue required: Birmingham Bristol Highgate Little Venice Manchester Watford

Date required _____

Venue rate _____ PO Number/Client Booking Reference _____

Furniture Style Requirements (please tick)

 Boardroom style Classroom style Theatre style No. of breakout rooms _____

Other (please specify) _____

Equipment Hire Details

Plasma screen (please tick) No. of flip charts required _____TV and video (please tick) No. of photocopies/faxes required _____

No. of OHPs required _____ Other _____

Catering Requirements

No. of people requiring lunch _____

Any special dietary requirements _____

Car Parking

No. of car parking spaces required (where available) _____

Invoice To

Name _____ Company _____

Address _____

Tel _____ Fax _____ Email _____

Terms and Conditions of Booking

Invoices will be raised on the day your event has taken place. One invoice will be raised to cover your venue hire, catering and equipment usage. Invoices are payable within 21 days.

Should you cancel within 14 days of your event you will be invoiced for the full amount. If you cancel between 15 and 28 days in advance of your event, a 50% charge will be made.

I have read and fully understand the terms of the booking (please sign)

Signed _____ Name (please print clearly) _____ Date _____