



Room Booking Form

Contact Name:			
Contact Number: <i>Landline/Mobile</i>			
Email Address:			
Address:			
Date(s) Required:			
Time Required: <i>Include preparation/clean-up time</i>	Start Time		End Time
Number of People: <i>Including trainers</i>			
Room Layout Style: <i>Conference room only</i>	<input type="checkbox"/> Boardroom <input type="checkbox"/> Theatre <input type="checkbox"/> Cabaret <input type="checkbox"/> U-shape		

Rooms Required (please tick)		Additional Notes
Board room	<input type="checkbox"/>	
Conference Room	<input type="checkbox"/>	
Little Library	<input type="checkbox"/>	

Refreshments and Catering (please tick)		Number of servings required
Tea, Coffee and Biscuits	<input type="checkbox"/>	
Lunch	<input type="checkbox"/>	

Additional Information

Once this booking enquiry form is received, you will receive a quote within 3 working days. Acceptance of the quote should be confirmed in writing, which will confirm your booking.

Once your booking has been confirmed the Trust will contact you to confirm the timings of any refreshments and catering requirements.