



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>	Arrival Time		End Time
	Meeting Start time		
Number of People: <i>Including trainers</i>			
Title of Meeting:			
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		
Equipment Required	<input type="checkbox"/> Flipchart <input type="checkbox"/> Projector <input type="checkbox"/> Conference call facility		

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

Refreshments and Catering		Number of servings required
Tea, Coffee & Biscuits £2.50pp	<input type="checkbox"/>	
Luxury Tea, Coffee & Biscuits £3.50pp	<input type="checkbox"/>	
Lunch (see below)		
Option 1: £6.00 pp	<input type="checkbox"/>	Option 2: £7.00pp <input type="checkbox"/>
		Option 3: £8.50pp <input type="checkbox"/>
Break timings	AM	Lunch PM
Dietary requirements?		

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.