



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		Meeting Start Time		End 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:	<input type="checkbox"/> £2.75 per person
Lunch: Sandwich Light buffet Light buffet with cake	<input type="checkbox"/> Option 1: £7.00 per person
	<input type="checkbox"/> Option 2: £8.00 per person
	<input type="checkbox"/> Option 3: £9.50 per person
Break timings:	AM: Lunch: PM:

Dietary requirements?	
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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.