



CONFERENCE BOOKING FORM

Date.....

Taken By.....

<i>Contact Name</i>	
<i>Email Address</i>	
<i>Company Name & Address</i>	
<i>Contact Telephone & Mobile</i>	<p><i>Work:</i> _____ <i>Mobile:</i> _____</p>
<i>Date of Conference</i>	<i>Second Choice</i>
<i>Number of delegates</i>	
FOR OFFICE USE	
<p style="text-align: center;">Room Layout</p> <p><i>Boardroom</i> <input type="checkbox"/></p> <p><i>Theatre</i> <input type="checkbox"/></p> <p><i>U Shape</i> <input type="checkbox"/></p> <p><i>Classroom</i> <input type="checkbox"/></p> <p><i>Room Required</i></p>	<p style="text-align: center;">Refreshments</p> <p><i>Tea/Coffee on Arrival x</i> <i>Time</i>.....</p> <p><i>Tea/Coffee mid morning x</i> <i>Time</i>.....</p> <p><i>Drinks with Lunch x</i> <i>Time</i>.....</p> <p><i>Drinks Required</i>.....</p> <p><i>Tea/Coffee afternoon x</i> <i>Time</i>.....</p>
<p style="text-align: center;">Equipment Hire</p> <p><i>Flipchart £10</i> <input type="checkbox"/></p> <p><i>Projector Screen £10</i> <input type="checkbox"/></p> <p><i>Projector £10</i> <input type="checkbox"/></p> <p><i>LCD Projector £35</i> <input type="checkbox"/></p> <p><i>Internet £20</i> <input type="checkbox"/></p>	<p style="text-align: center;">Lunch</p> <p><i>Time</i>..... <i>No.</i></p> <p><i>Bar Menu</i> <input type="checkbox"/> <i>Buffet (Minimum of 10 people)</i> <input type="checkbox"/></p> <p><i>Menu Choices:</i></p>
Additional Requirements:	Notes: