

ADVANCE BOOKING FORM...

Please printout and complete the following form
Please use Black ink and write in block Capitals



Your name:.....
Validation Codes: Your #..... Company #..... Reservation #.....
(Either a personal or reservation code is mandatory - Please call if you have neither of these codes)
Company Name:.....
Contact Telephone No:..... Ext:.....(Direct line preferred)
Booking confirmation eMail address:.....
(success of booking should not be assumed until you receive confirmation by email or telephone)

Facility requirements:
Depth room Training room/2nd Boardroom Boardroom Groundfloor Lounge
Viewing Studio Client Room (check website for rates)

Duration of Booking:
Commencement Date/...../..... (not less than 7 days hence) Arrival time : am / pm
Length of Groups/Depths

Moderator Name:.....
Number of Clients anticipated to attend:.....
Please Note: The main Viewing Studio client room accommodates up to 8 persons in comfort

Equipment requirements:
OHP projector additional LCD panel for OHP Digital data projector
Windows XP PC Video Player format..... DVD player

Refreshment requirements:
Finger Buffet/Fruit platter (qty) @ £9.50 per person
Sandwich Platter (qty) @ £3.95 per person
Afternoon Tea (qty) @ £5.50 per person
Drinks are available on request on the day, see relevant web page for details
Any special requirements or notification of Nut allergy situation please call Lucy Jordan

All prices quoted exclude VAT
Please indicate your expectation of the total cost for the above booking: £ (exc VAT)
Declaration: I have read and accept the booking terms and conditions herewith and confirm the booking on behalf of the above business Signed: Date:...../...../200....
Reservations expire after 48hrs so please fax this form to 01454 322226 to ensure availability