ROOM BOOKING FORM

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We will only keep your details on our system for 12 months in order to contact you in relation to your DATE OF YOUR ROOM BOOKIN **PURCHASE ORDER NUMBER:** CONTACT NAME: ORGANISATION: TELEPHONE: EMAIL: ADDRESS: NUMBERS **EVENT TITLE:** ATTENDING: ARRIVE FOR ARRIVAL OF DEPARTURE: TIMINGS DELEGATES/GUEST SET-UP: **ROOM REQUESTED** BLACKDOWN L HALDON L LUNDY L FOYER ∐ **ROOMS REQUESTED: ROOM LAYOUT (Please see** layout options): Digital Projection EQUIPMENT: Projector ∐ Laptop \square Flip Chart 🗵 Hearing Loop Screen £10 OTHER REQUIREMENTS **REFRESHMENTS & CATERING REQUIREMENTS** SERVICE TIME **BEVERAGES MENUS NUMBERS** SPECIAL DIETARY NEEDS: OTHER CATERING REQUIREMENTS: PLEASE INDICATE HERE IF YOU WOULD LIKE TO BE INVOICED: **HOW DID YOU HEAR ABOUT US?** Signed: Date: agree to the terms and conditions of hire. am over 18 years of age. By submitting this Venue Hire form you aggree to accept the terms Please Note: and conditions of DCT as per the document sent to you with the booking form Office use only CONFIRMATION BALANCE PAID: DEPOSIT DATE DATE: REQUIRED: : P Р £ £ :