

Meeting Details

Time of meeting: Date of meeting:

Company name: Number of people attending:

Your Details

Your name: Email address:

Address (for invoice): Telephone no.:

..... Mobile no.:

..... Postcode:

Requirements

Purpose for which you require The Rooms:

Seating arrangement / layout:

TV / DVD (Tick if required): Stationary Pack: Fax / Scanning (15p per sheet):

Photocopier (5p per A4 sheet): WiFi / Internet:

Catering

 Tea, coffee and water are supplied

Time of arrival tea / coffee: Time of lunch: Dietary needs:

Time of mid-morning tea / coffee: Time of afternoon tea / coffee: Any overnight rooms:

Notes:

How did you hear about us:

Name (Please print): Signed: Date:

For Office Use Only

Date form received: Invoice Reference: Notes:

Deposit received: Full payment received:

Signed: Date:

Terms and Conditions

Before completing our booking form please telephone us to make sure we can accept a booking for the date and time of your event.

If you wish, Andy and Jackie will be pleased to meet you to discuss your arrangements fully. Complete our booking form showing any special arrangements you may have agreed with us verbally and return it with your deposit cheque of 20% made payable to The Rooms. No less than 3 working days before your meal, please telephone us to confirm numbers for any menu choices you have made (hot meals).

If you want to change your booking, please telephone us. Changes are only considered definite once confirmed by you in writing.

Payment of balance: in cash or credit card on the day.

Cancellations

If the numbers to be catered for should fall below the minimum on which our prices are based we reserve the right to re-cost arrangements. Changes in numbers should be notified in writing (by post or e-mail). We will always do our best to keep cancellation charges to a minimum but reserve the right to apply up to the following maximum charges.

Period of notice given (counting the day of your event as 0 days)

Total cancellation:

- More than 14 days – your deposit will be carried forward to any future booking within 12 months of the date of the original event booked. Thereafter it is forfeit.
- 14 days – 3 days – 50%
- 2 days – 0 days – 100%

Partial cancellation (includes reductions in the numbers to be catered for) and changes to menus etc:

- More than 14 days – nil
- 14 days – 3 days – 50%
- 2 days – 0 days – 100%