

MANNINGS HOTEL

The Corporate Room Booking Sheet

Company Name:

Company Address:

Telephone Number: Fax Number:

Time Requirements

Date Required:

Number of Delegates:

Start Time:

Finish Time:

Room Requirements

Boardroom Class Room Theatre

Equipment Requirements

OHP Flip Chart screen

T.V Video Tape/CD player

Pencils Pens Paper

Phone line

Upon request - chargeable

*A limited chargeable fax/photocopy service is available
at reception on request.*

Refreshment Requirements

Please enter number required in the box provided

Flask Tea (6 cups)

Flask Coffee (6 cups)

Orange Juice (glass or jug)

Still water (large bottle)

Sparkling water (large bottle)

Other

At what times would you like the above to be served?

If you would like individual refreshment servings (e.g. 1 or 2 cups of coffee) please specify
The above refreshments will be provided in the boardroom for self service

Meal Requirements

Breakfast baguettes (bacon/sausage/veg)
(available 7.30am – 9.30 am)

*Please tick if required and state numbers and times
in the box below*

Break out for Lunch in Mannings
(lunch menu available 11am – 5pm)

*Please tick if required and state numbers and times
in the box below*

Break out for Dinner in Mannings
(all day menu available 11am – 10pm)

*Please tick if required and state numbers and times
in the box below*

Special Requirements

To confirm your details please sign below and provide a credit card number

Signed:

Credit Card Number:

Valid From:

Expiry Date:

Contact Name for Booking:

Please note this reservation is NOT confirmed until you receive written acceptance from us.

With Thanks