



CORPORATE ROOM BOOKING SHEET

Company Name	<input type="text"/>		
Company Address	<input type="text"/>	Telephone	<input type="text"/>
	<input type="text"/>	Fax	<input type="text"/>
	<input type="text"/>	Email Address	<input type="text"/>
	<input type="text"/>		
Date Required	<input type="text"/>	Number of Delegates	<input type="text"/>
Start Time	<input type="text"/>	Finish Time	<input type="text"/>

Room Set Up

Boardroom	<input type="text"/>	Theatre	<input type="text"/>
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Equipment Required

LCD Projector	<input type="text"/>	Flip Chart	<input type="text"/>	Pull Down Screen	<input type="text"/>
Flat Screen TV	<input type="text"/>	CD Player	<input type="text"/>	Phone Line (chargeable)	<input type="text"/>
Pens	<input type="text"/>	Pencils	<input type="text"/>	Paper	<input type="text"/>

Refreshment Requirements

Flask Tea (6 cups)	<input type="text"/>	Flask Coffee (6 Cups)	<input type="text"/>	Orange Juice (jug or glass)	<input type="text"/>
Still Water (large)	<input type="text"/>	Sparkling Water (large)	<input type="text"/>	Other	<input type="text"/>

At what times would you like the above served

**If you would like individual drinks (eg 1 or 2 cups of coffee) please specify
Refreshments will be placed in the Corporate Room for self service**

Meal Requirements

Breakfast Baguettes - Available between 7am and 11am - (bacon, sausage, veg)

Time	<input style="width: 90%;" type="text"/>	How Many	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Type	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>
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Sandwich & Fries - Available between 12 and 9pm - (ham, chicken, cheese, salad, BLT)

Time	<input style="width: 90%;" type="text"/>	How Many	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Type	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>
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Lunch - Served in our restaurant - lunch menu available between 11am and 5pm

Time	<input style="width: 90%;" type="text"/>	Table for How Many	<input style="width: 90%;" type="text"/>
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Dinner - Served in our restaurant - all day menu available between 11am - 10pm

Time	<input style="width: 90%;" type="text"/>	Table for How Many	<input style="width: 90%;" type="text"/>
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No Interruptions Lunch Box - (a baguette, packet of crisps, piece of fruit, chocolate or cereal bar and a bottle of still/sparkling water)

Please attach a separate sheet detailing numbers, fillings, cereal or chocolate bar and still or sparkling water
These will be labeled up and left in the Corporate Room fridge for you to have at your convenience

12 Hour Day Delegate Package

How Many	<input style="width: 90%;" type="text"/>
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24 Hour Day Delegate Package

How Many	<input style="width: 90%;" type="text"/>
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Special Requirements

Payment Method

On Departure	<input style="width: 90%;" type="text"/>	Other - Please Specify	<input style="width: 90%;" type="text"/>
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To confirm your booking please provide credit/debit card details as a guarantee

Credit/Debit Card Number	<input style="width: 90%;" type="text"/>		
Valid From / Issue No	<input style="width: 90%;" type="text"/>	Exp Date	<input style="width: 90%;" type="text"/>
		Sec Code	<input style="width: 90%;" type="text"/>

PLEASE NOTE THIS RESERVATION IS NOT GUARANTEED UNTIL YOU RECEIVE WRITTEN CONFIRMATION FROM US