

Confirmed Conference / Function Hire Application Form

Company Details / Invoice Address

Contact Name:

Telephone:

Email:

Company Name:

Department:

Address:

Contact on the day:

Please enter the name of the course tutor / trainer / presenter if know.

Booking Details

Date:

Day:

Timings:

Room Required:

Room Layout:

Event / Course Title or Code:

Numbers Attending:

Price Quoted: £

(including use of equipment)

Equipment Required

PowerPoint Projector

OHP

Screen

TV/Video/DVD

Flipchart (how many?)

Hearing Loop

Wireless Broadband

Other, please state:

Catering Services Required

Yes

No

Please contact our catering department directly to discuss and book your catering/ refreshments requirements. Menu's can be tailor made for each individual event, for examples of the range of menu's available please refer to our function pack.

FOOD 4 YOU

01823 273086 or 07880741201
enquiries@food-4-you.co.uk

Declaration

I hereby undertake that if the booking is granted, I will comply with the Centre regulations and conditions.

I also undertake to pay the Centre all charges and sums payable in accordance with the scale of charges current at the time.

It is the responsibility of the event organiser to ensure the appropriate use of facilities, and behaviour of participants at the event.

Damage to facilities and equipment may be charged at a later date.

Customer signature

Date

Please make cheques payable to Tone Leisure Ltd.

Please return completed form to:

Tabby Dare

Conference Coordinator

Telephone: (01823) 273089

Email: t.dare@toneleisure.com

For Office Use Only

Booking on SDA	Initial	Date
Event Diary	Initial	Date
Entered for Invoicing	Initial	Date
Confirmation Sent	Initial	Date
Catering Manager	Initial	Date

Payment Details:

Room Hire: £

Deposit Paid: £

Additional Comments: