

# Booking Form

From 1<sup>st</sup> January 2010

Contact Name	Contact Position	Company Name
Tel. No. Mobile:	Fax. No.	Email:
Address:		
Postcode:		

Event Title					Date				
Tick as required		Layout Required	Arrival Time	Leave Time	Total Number of People	Tick as required			Buffet Menu Number
						Drinks on Arrival	Mid AM Drinks	Mid PM Drinks	
Room 1	<input type="checkbox"/>								
Room 2	<input type="checkbox"/>								
Room 3	<input type="checkbox"/>								
OOSC Room	<input type="checkbox"/>								
Special dietary requirements?		Please tick: <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes please give details:				
Any accessibility requirements?		Please tick: <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes please give details:				
Please confirm training equipment required:									

# Booking Terms & Conditions

1<sup>st</sup> January 2010

1. Prices do not include VAT @ 17.5%.
2. We will hold a provisional booking for up to 14 days.
3. To confirm your booking we require a completed booking form with 25% deposit.
4. A 25% deposit of total cost is required with booking form – this deposit will be retained if we do not receive 48 hours notice of cancellation.
5. The room will be laid out according to your specifications on the booking form.
6. Please note our building and outside areas are no smoking areas.
7. Please inform us of any breakages – you will be charged for these.
8. Payment may be made by Cash, Cheque, or bank transfer on receipt of invoice on day of event to Side By Side Partnership Limited.
9. All health and safety regulations must be followed whilst on site.
10. By signing below you are confirming that you hold an adequate level of public liability insurance – you may be asked for a copy of your Insurance Certificate.

I have completed the booking form fully with our specifications and I agree to abide with the booking terms and conditions as above.

Signed ..... Date .....