

South Fens Business Centre Conference Booking Form.....2005

Your Details

Company Name:

Address:

Telephone No:

Contact Name:

Conference Details

Event Title:

Date:

Start Time:

Finish Time:

Conference Room/s Required:

No. of Delegates:

No. of Speakers:

Welcome and Sign in Reception:(Health & Safety Requirement)

Room Layout: No. of Chairs.....No of Tables.....

(Ask for advice depending on number of delegates and room booked etc. eg; Boardroom; Conference; Circle; U-shape)

50% Costs to be paid on confirmation and balance to be paid within 7 days of Event.

Terms and Conditions

1. If the booking is cancelled within 24 hours of the date required, the client is still liable for the total cost of the booking. (Catering & Room Hire)
2. One hour is required to re-set and clean the rooms so booking events on the same day will need to be timed accordingly.
3. Bookings are only valid if this form has been completed and duly signed by a member of staff from the client company and the Centre Receptionist/Manager.
4. Only food and beverage ordered through the South Fens Business Centre can be consumed in the rooms booked.

Client
Signature:.....Date:.....

South Fens Business Centre. Fenton Way, Chatteris, Cambridgeshire. PE16 6TT

**All bookings must be confirmed at reception of South Fens Business Centre.
All cancellations of bookings must be made no later than 5 working days prior to the date booked.
A 25% charge of the total amount will be incurred if the booking is cancelled after this time.**