



CONFERENCE ROOM BOOKING FORM

Please read the following information prior to completing this form:

COSTS:

- Room charges include equipment outlined below, free Wi-Fi and car parking
- Photocopying can be undertaken on the day at a cost of 15p per page (colour 25p per page)
- Charges are exclusive of VAT
- £90.00 per day
- £50.00 per half day
- £12.00 per hour

CONFIRMATION:

- Please complete the form below and email to Jess Elliott – estateoffice@charltonparkestate.com
Tel: 01666 822146
- Once confirmed, a non-refundable deposit of 50% of the estimated cost is payable immediately. The final invoice will be sent following the event.

1. YOUR DETAILS:

Organisation and coordinator details:

Full name, address and contact number

Name and contact number of coordinator/instructor and number of attendees on day:

If different from above

Billing name and address:

If different from above

2. EVENT DETAILS

Date of event:

Type of Event and Event title:

Time of event:

Start:		Finish:	
--------	--	---------	--

Arrival time for setup:



Number of car parking spaces required (approximately):

3. ROOM DETAILS

Layout required (e.g. boardroom, classroom):

Equipment required

Mark all boxes as relevant

- Wi-Fi:

- Flipchart with stand, paper and pens:

- Projector and screen:

- Extra requirements, please indicate below:

4. CATERING

If you would like catering please let us know. Options will be sent at a later date. Tea and coffee making facilities are available.*

Tea and coffee

1-4 people – free

5+ people - £2 per person

Services

Charlton Park cannot accept responsibility for any inconvenience to guests in the event of unforeseen staffing or facility difficulties which may affect the level of service, but will do our utmost to provide the best service.