

Conference Booking Form



COMPANY DETAILS	
Name:	Address:

BOOKING CONTACT'S DETAILS	
Name:	Position:
Tel no(s):	Email:

BOOKING DETAILS			
Room:		No. of attendees:	
Booking time	Date:	Start time:	End time:
Tea & coffee required:		Bar required:	
Lunch required:			
Preferred layout:			
Required equipment:	Whiteboard & pens:	Overhead Projector:	
	TV & Video:	Flipchart:	
Special requests:			

I have read and agree to the Terms and Conditions of Hire (see www.hemingfordpavilion.co.uk/confuns.asp)	(This box must read 'YES' for form to be accepted)
If returning form by post then booking contact to sign:

Bookings will be confirmed after completion and return of this form by email or post to:

Roberta Griggs, Hemingford Pavilion, Manor Road, Hemingford Grey, Cambs. PE28 9BX

Email: Conferences@HemingfordPavilion.co.uk Tel: 01480 498114