

Conference Booking Form



COMPANY DETAILS	
Name:	Address:
Event title:	
Event leader:	

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

BOOKING DETAILS		
Room (Hayward/Manor):	No. of attendees:	
Booking date:	Booking start:	Booking end:
Tea & coffee times:	Conf. start:	Conf. end:
Lunch required:		
Preferred layout:		
Required equipment:	Whiteboard & pens:	Overhead Projector * :
	TV & Video (Manor only):	Flipchart * :
Special requests:		

* Subject to availability

Please note: No food to be taken off the premises.

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

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