

Invoice Number.....



**Woodend Creative Workspace
Conference Suite & Meeting Room Booking Form**

Your booking will not be confirmed until this form has been completed, signed and returned

Date of Booking:	Overnight Package Y/N: <i>Please see Information sheet for details</i>
Meeting Room Name:	Time (from-to):
Company Name:	No. Delegates Attending:
Contact Name for Booking:	Contact on the Day:
Telephone Number:	Event/Course Title:
Email Address:	Purchase Order No:
Address:	Invoice Address if Different:

Equipment	Yes/No	Quantity	Cost
Data Projector			
Screen			
Flipchart & Pens			
TV/DVD			
Internet Connection(s)			FREE
Telephone			

Refreshments	No. Required	Time 1	Time 2	Time 3	Cost
Coffee					
Tea					
Hot Water					
Still Water					
Sparkling Water					
Orange Juice					
Biscuits					

Please see additional pricing sheet for all service costs.

Terms and Conditions

- All catering provision in conjunction with booking conference and meeting rooms must be booked through Woodend Creative Workspace suppliers.
- Please be aware that disturbances will occur if catering and refreshments are being delivered in the same room as your meeting
- If you require additional refreshments on the day of your event which have not been pre-booked you will be required to fill in an additional booking form.



Meeting Room Layout

Please indicate the layout of the room that you require (Please tick the appropriate box)

Theatre Style	Boardroom	U-Shape	Workshop	No Layout

Other - Please detail below the room layout that you require or any specific requirements based on the layouts given above

Please specify the number of places that need to be accommodated

Additional Items:

Authorised (Please Sign)Date.....

Please note that late cancellations may be subject to a cancellation fee

Terms and Conditions

- All cheques to be made payable to 'Creative Industries Centre Trust Ltd'
- Please note that cancellation charges will only be applied to bookings that have been confirmed via the return of a completed booking form.
- The hirer is responsible for all equipment during the period of booking.
- All equipment hire is subject to availability. You will be informed if the item requested is not available from the point of booking.
- In the event of fire or any other emergency, the hirer is responsible for the safe exit of all personnel in the room during the period.
- The Creative Industries Centre Trust Ltd holds no responsibility for the loss of any property during the period of the booking.
- The Creative Industries Centre Trust Ltd reserves the right at any time to revise the costs of services including: refreshments, room hire and any equipment hire without notice to the hirer
- The hirer must give at least two weeks notice for evening bookings.
- Tenants are defined as resident companies or virtual office companies based at The Creative Industries Centre Trust.

Cancellations

- In order to avoid a cancellation charge, cancellations must be received at least 15 days before the booked event.
- If cancellation occurs within one day of the booked event then you will incur the full cost of the room hire.
- If the booked event is not cancelled you will be charged the full cost of room hire, full cost of any refreshments and/or catering and/or equipment ordered.
- Please note that cancellation of any catering must be made at least 5 working days prior to the proposed event. Any cancellations after this will be charged in full.
- All cancellations should be confirmed in writing.

