

## Booking form – Conference, Meeting and Events

### Booking details

Please complete all sections of this booking form and return it to the conference team.

Anyone wishing to hire any part of Grangewood Park Residents Club for private functions must be over the age of 18.

All bookings are accepted on the basis on the signing of acceptance to our Terms and conditions. It is the understanding that the organiser or client by entering into this agreement is acting with the knowledge and agreement of the organisation that they represent.

A booking can be made at any time. To make a provisional booking we require a deposit of £50. Provisional bookings will be held for 72 hours, after that a confirmation and balance of payment is required.

Enquiries without deposits cannot be guaranteed.

All persons attending a function are the responsibility of the organiser.

If any problems arise from the hire, it will be at the manager's, or his representatives, discretion to deal with them as they see fit.

Alcoholic and non-alcoholic drinks may not be brought onto any part of the premises. (This includes the buildings and the grounds belonging to the Residents Club).

The club does not accept any responsibility for loss or damage to any person or property of members or guests.

All other club rules must be adhered to.

The Management retain the right to cancel the booking without obligation in the unlikely event of fire; disputes with employees, alterations or decorations that are not completed on time, or by the order of any public authority.

The club do not accept liability for non-completion of any booking due to strikes, riots, adverse weather conditions, loss, damage or cancellation due to fire, flood or any cause beyond our control.

Cancellation Charges will be made if an event is cancelled within the following period and charges will be as indicated: -

Over 3 months notice	No charge
Less than 28 days notice	50% charge
Less than 7 days notice	100% charge

Company Name

Name of organiser

Contact on day if different

Invoice address

Telephone

Fax

Email

Date(s) & Time(s) of Event

No. of delegates

Having agreed to the terms and conditions I confirm that I am authorised to place orders for additional requirements as set out in this booking form.

Signature

Date

Name in capitals

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Catering Options	
Arrival refreshments	Yes/No
Estimated No.	
Time: -	
Detail	
Mid morning refreshments	Yes/No
Estimated No.	
Time: -	
Detail	
Lunch requirements	Yes/No
Estimated No.	
Time: -	
Detail	
Afternoon refreshments	Yes/No
Estimated No.	
Time: -	
Detail	
Special dietary requirements	
For further information regarding catering services please contact	
Neil Bramwell Facilities Manager Tel: +44 (0)1604 705004 Email: <a href="mailto:neil.bramwell@btconnect.com">neil.bramwell@btconnect.com</a>	

Please advise us here of room set up requirements.

Please advise us of your audio visual requirements for each room booked.

Is a registration desk required? Yes/No

Additional requirements or any other information concerning your event.