



Whitefield

Research & Development Centre

ROOM HIRE BOOKING FORM

Before filling in this form, **please check dates for room availability** by phoning Louise Langworthy or Seniz Pekkaya on 020 8531 3426

CONTACT DETAILS

Contact Name			
Organisation			
Address		Invoice Address (<i>if different</i>):	
Tel. No.		Fax No:	
Email			
Purchase Order No.			

EVENT DETAILS

Event name					
Date of Event					
Time of Event	From				To
No. of Attendees					
Room Layout (select one)	<p>Theatre</p> <p>(50 Max)</p>	<p>Classroom</p> <p>(20 Max)</p>	<p>U-Shape</p> <p>(20 Max)</p>	<p>Conference</p> <p>(20 Max)</p>	<p>Banquet</p> <p>(50 Max)</p>

CATERING REQUIREMENTS (Tick if required)

On Arrival (80p per person)	Tea/Coffee Biscuits		Time required	
Mid-Morning (80p per person)	Tea/Coffee/Biscuits		Time required	
Mid-Afternoon (80p per person)	Tea/Coffee/Biscuits		Time required	
Lunch (£5.50 per person)	Buffet Style Lunch (Water & Juice inc.)		Time required	

Total number of people catering required for	
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Dietary requirements	No. of Vegetarians		No. of Non-Vegetarians	
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HIRE COST (Full payment must be received two weeks prior to event)

STYLE	Cost per hour (1-4 hours)	Cost per hour (5+ hours)
Theatre	£30.00	£27.00
Classroom	£17.50	£15.00
U-shape	£17.50	£15.00
Conference	£17.50	£15.00
Banquet	£30.00	£27.00
Total cost (room + catering)		£

Rooms are available from 8.00am until 500pm.

We will hold the room for a maximum of two weeks after you have requested it by phone. To confirm your booking we must receive the booking form together with a deposit of £50 within two weeks, otherwise the booking will be cancelled.

CANCELLATION POLICY

14 days or more prior to event:	Full refund
7-13 days prior to event:	50% refund
0-7 days prior to event:	No refund

Please return completed form to:

Louise Langworthy
l.langworthy@whitefield.waltham.sch.uk

Tel: 020 8531 3426