|  |  |
| --- | --- |
| Company |  |
| Name to be displayed on direction signs: |  |
| Contact Name |  |
| Address |  |
| Phone | W) |  | Fax: |  |
| M) |  | Email: |  |
| Invoice Details (If different from above) |  |
| Your Purchase Order Number |  | Payment is required by Online transfer, cheque or cash only.No credit card facility available |

|  |  |
| --- | --- |
| Room Hire:  |  |
| Date/s: |  | Your presenters may arrive **up to** 15 minutes before your start time to set up the room. If a longer period is needed, please let us know (charges may apply). **You will not be able to gain access to the room before this time**. |
| Arrival Time: |  | Time Out: |  |
| Number of Delegates: |  | (Including Presenters) |
| Name of Room: | **[ ]**  Mandeville Room | Full Day: £195, Half Day: £120 (tenants only), Weekend Full Day: £300 |
|  | **[ ]**  Plucknett Suite |
| *Click on boxes to mark* | **[ ]**  The Boardroom  | Full Day: £165, Half Day: £99 (tenants only) |
| **[ ]**  Kensington Suite  |
| **[ ]**  Other Meeting Room | Price on Application |
| Room Layout: | **[ ]**  Boardroom  | **[ ]**  Theatre | **[ ]**  U-Shaped (with tables) |
| *Click on boxes to mark* | **[ ]**  Cabaret | **[ ]**  Classroom | **[ ]**  Horseshoe (no tables) |
| **[ ]**  Other (please provide details/plan) |
| Disabled Access Required |  |

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| **Equipment Required: Please check with presenter(s) to ensure correct booking***Click on boxes to mark* |
| **[ ]**  Projector / Monitor (Full Day: £35) | **[ ]** Speakers (included in the above prices) |
| **[ ]**  Projector Screen only (FOC) | **[ ]**  Internet Access (FOC) | **[ ]**  Flipchart & Pens – Qty     (FOC) |
| **[ ]**  Whiteboard & Pens (FOC) | **[ ]**  Laptop (£40) | **[ ]**  Notepads & Pens (£1/person) |
| **[ ]**  Other (please specify):  |

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| All bookings are subject to our terms and conditions of hire (full copy available upon request). **CANCELLATION POLICY** **Cancellations to be emailed to conferences@abbeymanor.com** Less than 5 working days notice Full cancellation charge for room hire and catering charges as booked. Between 6 and 10 working days notice 80% cancellation charge on room hire only Between 11 and 21 working days notice 50% cancellation charge on room hire onlyPlease note that the hirer will be liable for any costs incurred due to damage or unnecessary cleaning expenses caused during the hiring of the facilities. |