



Date of booking _____

Booking Form – Meeting Rooms

	Meeting Room 1 (downstairs)	Meeting Room 2 (downstairs)	
Day / Date room required			
Time room required	<i>From:</i>	<i>To:</i>	<i>From:</i>
			<i>To:</i>
Number of attendees			
Contact Name			
Tel. No.		Email	
Organisation and/or Project			
Address for invoice			
Do you want refreshments?	<i>Yes / No Refreshments required should be shown overleaf</i>		
Equipment needed and/or room layout	<i>Please discuss when making booking and show preferred layout below</i>		

Please note that a verbal or telephone booking is provisional until Carers Together receives this signed booking form.

I confirm the above booking details are correct. I enclose the total due /agree to pay the charges as detailed as per invoice.

<i>Total charge - room hire</i>	
<i>Total charge - beverages</i>	

Signature **Name**

Position in organisation

Please inform us as soon as possible should you need to cancel your booking - charges may apply.



Carers Together

A consortium of carers in Hampshire
Charity No:1051879

Booking Refreshments

- Tea and coffee will be charged at 35p per person per 2 hour or half day session without biscuits – with biscuits the charge will be 50p per person. Please state if biscuits required so they can be made available
- Group to make own beverages and wash up after themselves
- If you wish to order a buffet lunch please give at least one weeks notice

<i>Time / Number</i>		
	Tea/coffee	Biscuits
Morning		
Lunch		
Afternoon		
Evening		
Total number of drinks & biscuits		

Buffet requirements:

Office use only:

<i>Date booking in diary:</i>	
<i>Date invoice raised:</i>	
<i>Invoice number::</i>	
<i>Date payment received:</i>	