

Enterprise Connection Weymouth Booking Form

(Please see terms and conditions below)

Avon Close, Granby Industrial Estate, Weymouth, Dorset DT4 9UX Tel: 01305 340800 Fax: 01305 345801

Date of Booking Required <i>(One form per booking)</i>		Date Taken: <i>(Office use only)</i>	
Contact/Invoice Name:		Telephone No:	
Company Name:		Fax No:	
Address:		Email:	
Town:		Street:	
		County:	
		Postcode:	

Booking Details:

Start Time:		Finish Time:		No. of Delegates:	
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Accommodation:

Conference Room 1		Meeting Room 1 or 2	
Max 24 delegates Boardroom or 33 Theatre style		Max 14 delegates Boardroom or 16 Theatre style	

Rate Per Delegate: *(please mark X in appropriate boxes)* Minimum Charge Applies: Conference Room 1:8 Meeting Room 1:4 Meeting Room 2: 2

£8.00 9.00 - 12.30 or 1.00 - 5.00	<input type="checkbox"/>	Complimentary tea/coffee	Refreshment Times: am	<input type="checkbox"/>
£15.00 9.00 - 5.00	<input type="checkbox"/>	Complimentary tea/coffee	pm	<input type="checkbox"/>
£6.50 lunch	<input type="checkbox"/>		Lunch Time:	<input type="checkbox"/>

(Please let us know of any special dietary requirements – vegetarians etc.)

Booking Requirements:

OHP	<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>
Video Player	<input type="checkbox"/>	Data Projector	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	Internet Access	<input type="checkbox"/>

Charges:

Total Charge to Customer (excluding VAT)	£	
Authorisation Name & Signature:		Date:
Payment Method:	INVOICE	

Terms & Conditions

Provisional Bookings – Provisional bookings can be made by telephone at which time a booking form will be sent out.

Confirmed Bookings – Bookings will be confirmed upon receipt of the completed booking form.

Please make sure that the following details are included: estimated number of delegates; seating style; time of arrival and departure; equipment & catering requirements.

Minimum Charge – Conference Room 1:8 Meeting Room 1:4 Meeting Room 2:2

Cancellation of Confirmed Bookings:

More than 14 days before the event – NO CHARGE

Between 14 days and 48 hours – 50% CHARGE

Less than 48 hours notice – 100% CHARGE

Damage to Enterprise Connection Weymouth Property

You will be liable for any costs incurred due to any damage caused to Enterprise Connection Weymouth property.

Weekend and Evening Bookings by prior arrangement and subject to Administration fee of £10.00 per hour