

Enterprise Connection PROSPECT HOUSE Booking Form*(Please see terms and conditions below.)***Prospect House, Peverell Avenue East, Poundbury, Dorchester, DT1 3WE ☎ 01305 264997****Date of Booking Required***(One form per booking)*

Date Taken:

*(Office use only)***Please park at the rear of the building**

Contact/Invoice Name:

Telephone No:

Company Name:

Fax No:

Email:

Address:

Street:

Town:

County:

Postcode:

Booking Details:

Start Time:

Finish Time:

No. of Delegates:

Accommodation:

Conference Room 1

Conference Room 3

Max 16 delegates Boardroom or 30 Theatre style

Max 24 delegates Boardroom or 40 Theatre style

Rate Per Delegate: *(please mark X in appropriate boxes)* **Minimum Charge Applies: Conference Room 1:4 Conference Room 3:8****£8.00** 9.00 - 12.30 or 1.00 - 5.00

Complimentary tea/coffee

Refreshment Times: am

£15.00 9.00 - 5.00

Complimentary tea/coffee

pm

£6.50 lunch

Lunch Time:

*(Please let us know of any special dietary requirements – vegetarians etc.)***Booking Requirements:**

OHP

Flip Chart

Video Player

Data Projector

Laptop

Other

Charges:**Total Charge to Customer (excluding VAT)**

£

Authorisation Name & Signature:

Date:

Payment Method:

INVOICE

Cost Code:

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 1:4 Conference Room 3:8**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 Property

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

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