

1 (PLEASE PRINT)

Event Title:	<small>*Office use only</small>
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Date(s) of Event:	*Customer ID No:	
	*Customer EventID:	

Time of Booking	Start:	Finish:	Number of Delegates:
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Name of Organisation:

Department (if Applicable):

Please tick as appropriate: Commercial <input type="checkbox"/> Voluntary <input type="checkbox"/>

Charity Number:

Contact Name:

Contact 'phone number:

Email Address:

*unfortunately we cannot email invoices.

Invoice To: name and address Purchase Order No _____ (if required)

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Post Code:	Accounts Telephone No:
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****please also complete page 2****

Please note your Booking Form is confirmation of your booking.

All cancellations must be in writing (see e-mail below).

Charges - 50% within 3 months, 75% within 2 months, 100% within 1 month

In addition to any cancellation charges above the following charges will also be made:

* any other costs associated with the booking which would not otherwise have arisen and have been/will be incurred by VC Conferences.

Signed:	Date:
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Please return this form to: Conference Centre Manager, VC Conferences,

The Vassall Centre, Gill Avenue, Fishponds, Bristol BS16 2QQ

Telephone: 0117 965 9630 Fax: 0117 965 4418

Email: mary.welbourn@vcconferences.co.uk

Conference/Meeting Requirements

2 (Please check boxes, if booking multiple rooms please indicate delegates per room) Page 2 of 2

ROOMS	David Baker Conf Room	Dawn James Conf Room	Park Room 1 (single)	Oldbury Room 2 (single)	Court Room 3 (single)	Oldbury Court Room 2/3 (double)	Lodge Room 6 (single)	Bridge Room 7 (single)	Woodward Room (single)	SM2 (single)	SMcM Room (double)
Theatre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
Boardroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U-Shape chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U-Shape Tables + chairs	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	---	---	---	---	---	---
Circle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Café Style	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	<input type="checkbox"/>	---	<input type="checkbox"/>
Mark Mason kitchen	<input type="checkbox"/>										

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EQUIPMENT	*Additional charges apply						--- not available				
Laptop*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projector*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loop	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	---	<input type="checkbox"/>
Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/>	---	<input type="checkbox"/>
PA System	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	---	---	---	---	---	<input type="checkbox"/>
Roaming Mic	<input type="checkbox"/>	---	---	---	---	---	---	---	---	---	---
Desk Mic	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	---	---	---	---	---	---
Lapel Mic	<input type="checkbox"/>	<input type="checkbox"/>	---	---	---	---	---	---	---	---	---
Display Boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart paper*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart Pen(s)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flipchart Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Refreshments: (Self service basis)

On Arrival/Mid Morn/Lunchtime/Mid Afternoon

*Tea&Coffee: Number of People: _____

*Tea/Coffee&Biscuits: Number of People: _____

URN ONLY URN & CUPS Please advise if you wish to have hot food

Catering: If you require catering, please contact the caterers direct. I have booked catering

****Don't forget to select the correct layout. Your booking cannot be entered without it.****