

## Skegness Conference Room Booking Form

|                      |                      |               |                      |
|----------------------|----------------------|---------------|----------------------|
| Contact Name:        | <input type="text"/> | Order Number: | <input type="text"/> |
| Organisation:        | <input type="text"/> |               |                      |
| Email Address:       | <input type="text"/> |               |                      |
| Street Name:         | <input type="text"/> |               |                      |
| Town/City:           | <input type="text"/> |               |                      |
| County:              | <input type="text"/> |               |                      |
| Post Code:           | <input type="text"/> |               |                      |
| Telephone:           | <input type="text"/> | Fax:          | <input type="text"/> |
| Booked By:           | <input type="text"/> | Event Day:    | <input type="text"/> |
| Event Title:         | <input type="text"/> |               |                      |
| Room Required From:  | <input type="text"/> | To:           | <input type="text"/> |
| Number Of Delegates: | <input type="text"/> |               |                      |

### Refreshment Options

|                                 |                      |                              |
|---------------------------------|----------------------|------------------------------|
| Tea, Coffee, Biscuits and Water | <input type="text"/> | £1.00 per head - per session |
| Fruit Juice and Sparkling Water | <input type="text"/> | 70p per head - per session   |
| Working Lunch (Cold Buffet)     | <input type="text"/> | From approx £5.75 per head   |

I would like to book the above event and authorise that all charges relating to this booking should be invoiced to the address given above.

I/We accept that I/We will be held liable for the cost of any damages incurred in the room, furnishings or equipment during this booking

I/We accept the above terms and conditions