

Booking Conditions and Information

Thank you for booking your day conference at Hebron Hall. The office is open from 8.30am to 4.30pm each day for enquiries and assistance. Contact points:

Telephone:	029 2051 5665
Fax:	029 2051 5776
email	admin@hebronhall.org

1. **Provisional bookings** can be made by telephone initially but need to be confirmed in writing using the pro forma overleaf within two weeks of the provisional booking.
2. **Full Conference Facilities** are automatically provided when groups book coffees/teas with biscuits and lunches with their conference accommodation. There is no additional charge for this service which includes the layout of your room in the format requested and water and glasses on tables.
3. Groups booking on our **Rooms Hire** tariff are required to layout the room in their preferred format and at the end of their function to return all furniture etc to its original location. There is a £25 surcharge if we are required to restore the room to its original condition after use.
4. **Kitchen hire** includes the provision of crockery, cutlery, tea towels and cleaning materials. All crockery, cutlery etc should be washed, dried and returned to its original locations. There is a £25 surcharge if we are required to restore the kitchen to its original condition after use.
5. **Cancellations:** All cancellations should be in writing. Bookings cancelled between the date of the booking and up to two weeks before the event are required to pay 50% of the room hire charge. For cancellations within two weeks of the event full charges are payable.
6. **Car parking:** is in designated car parks only. In the interest of safety and emergency access no parking allowed in front of the Main Building or on driveways.
7. Rooms have fixed screens and items such as Flip Charts, OHPs etc can be hired at an additional charge.



HEBRON HALL CHRISTIAN CENTRE

Day Conference Bookings

Name of Organization	
Invoice Address	<hr/> <hr/> <hr/> <hr/>
Contact Name	
Land Line	
Mobile	
E-mail	
Name of Conference/Event	
Dates:	From _____ to _____
Times:	From _____ to _____
Number of Delegates	
Conference Room Required	

Catering: Tea/Coffee:

Times:

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Lunch:

Time:

Menu

Special Dietary Requirements _____

Other Requests:

Flip Chart

Yes/No

Data Projector

Yes/No

Full Conference Bookings Only:

Room Layout: Theatre Style / Café Style / Conference Style

I confirm that the booking conditions detailed overleaf are accepted by me and the members of my party

Signed _____

Date _____