

Day Conference Booking Form

Room(s) required:

House(s) required: Grace House Potter's House Ebenezer House
(tick as appropriate)

Name of group: _____

Event name: _____

Group contact: _____

Invoice address: _____

Post code: _____

Tel no(s): _____

E-mail address: _____

Purchase order no: _____

Date(s): From: To:

Time(s): From: To:

No of delegates: _____

Catering required:

Tea/coffee	Tea/coffee	Lunch	Tea/coffee	Tea/coffee
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Time required:

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Any specific catering requirements:

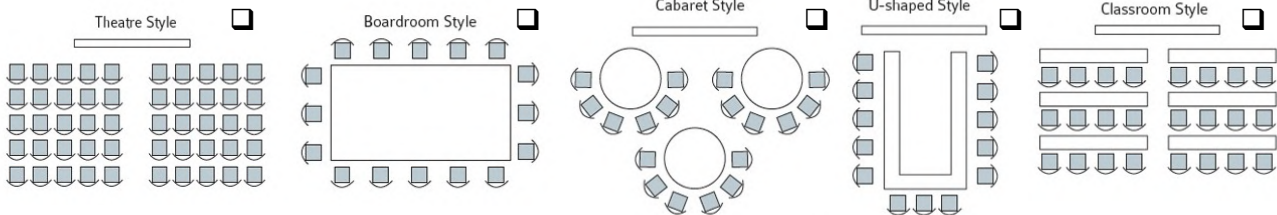
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Equipment required:

Whiteboard <input type="checkbox"/>	Flipchart <input type="checkbox"/>	Projector <input type="checkbox"/>
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Room layout required

Theatre Style Boardroom Style Cabaret Style U-shaped Style Classroom Style



I have read, understood and agree to be bound by the terms and conditions overleaf.

Signed _____ Date _____

Hebron Hall Booking Terms and Conditions

Thank you for booking your day conference at Hebron Hall. The booking office is available from 8:30am to 4:30pm, Monday-Friday for enquiries and assistance.

Telephone: 029 2051 5665

E-mail: bookings@hebronhall.org

Provisional bookings may be made by telephone or e-mail initially but must be confirmed in writing using the form overleaf within two weeks of the provisional booking. If no booking form and deposit have been received after this time, we reserve the right to offer those dates to others.

Full Conference Facilities are automatically provided when bookings include coffees/teas with biscuits and lunch. There is no additional charge for this service which includes setting up the room in the requested layout and water and glasses on tables.

Groups booking on our **Room Hire Only** tariff are required to set up the room and to return all furniture etc to its original location on departure. There is a £25 surcharge if we are required to restore the room to its original condition after use.

Whiteboards (with pens but without paper), Flipcharts (with pens and paper) and Projectors can be hired at an additional charge.

WiFi internet connection is available free of charge throughout the building, subject to reasonable usage terms and conditions. If you require this as part of your conference, please advise us when making your reservation.

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 location. A £25 surcharge will apply if we are required to restore the kitchen to its original condition after use.

Car parking is available in the large designated car park to the rear of the main building by the tennis courts. In order to allow emergency access, no parking is allowed in front of the Main Building or on driveways.

Cancellations must be advised in writing. Bookings cancelled more than two weeks before the event will be charged at 50% of the room hire charge. Bookings cancelled less than two weeks before the event will be charged in full.

Please ensure that delegates are made aware which building to go to for your conference (*Grace House, Potter's House or Ebenezer House*) as parking areas and entrances vary.