**Conference Room**

**Return to**

Sandra Dibsdale

Management Suite

46 Grafton Centre

Cambridge

CB1 1PS

reception@graftoncentre.co.uk

**APPLICATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Information** | | | | | |
| **Date of your Event** |  | | | | |
| **Day of your Event** |  | | | | |
| **Large or Small Room** | **Room 1**  **Large** | | | **Room 2**  **Small** | |
| **Event Time** | Event Start | | |  | |
| Event End: | | |  | |
| **Nature of Booking**  Please also state if your event is private or public | Event Type: | | | | |
|  | | | | |
|  | | | | | |
| **Applicant’s Information** | | | | | |
| **Organisation’s Name** |  | | | | |
| **Applicant’s Name** |  | | | | |
| **Applicant’s Address** |  | | | | |
| **Town** |  | | | | |
| **County** |  | | | | |
| **Post Code** |  | | | | |
| **Telephone No** |  | | | | |
| **Mobile No** |  | | | | |
| **e-mail** |  | | | | |
|  | | | | | |
| **Services Required** | | | | | |
| **Computer** | No Yes | | | | |
| **Overhead Projector** | No Yes | | | | |
| **Sound System** | No Yes | | | | |
| **Conference Calling Facilities** | No Yes | | | | |
| **Flip Chart** | No Yes | | | | |
| **DVD Player** | No Yes | | | | |
| **Wireless Mouse & Keyboard** | No Yes | | | | |
| **Tea/Coffee @ £1.50 ph.** | No Yes | | | | |
| **Catering provide through Fabg Ltd** | No Yes | | | | |
| **For full catering details please contact reception on 01223 316201** | | | | | |
| **Acceptance** | | | | | |
| I confirm that I have read understood and abide by the Terms and Conditions | | | | | |
| Applicant’s Signature |  | | | | |
| Date |  | | | | |
|  | | | | | |
| **For Official Use** | | | | | |
| **Hire Charge** | Half Day:  9.00 – 13.00  13.00 – 18.00 | @ £59 | | | = £ |
| Whole Day:  9.00 – 18.00 | @ £99 | | | = £ |
|  |  | | |  |
| Net Charge | | | | = £ |
| Plus VAT @ 20% | | | | = £ |
| **Total** | | | | | = £ |
| **Payments** | Balance  Required before or day of event | |  | | |
| £ | |  | | |
| **Date Received** |  | |  | | |

**NB** Provisional Only: The above event is not guaranteed until formally contracted