**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 – 13.0013.00 – 18.00  | @ £59 | = £ |
| Whole Day: 9.00 – 18.00 | @ £99 | = £ |
|  |  |  |
| Net Charge | = £ |
| Plus VAT @ 20% | = £ |
| **Total** | = £ |
| **Payments** | BalanceRequired before or day of event |  |
| £ |  |
| **Date Received** |  |  |

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