

ALABARÉ HOUSE CONFERENCE / MEETING BOOKING FORM

Organisation.....

Date.....Time: From.....To.....

Number of participants.....

Contact Name.....

Tel/Fax

E-Mail

Invoice to:

.....

.....Post Code.....

Room(s) required & Layout

ROOM	SIZE Metres/Feet	HEIGHT	THEATRE	BOARD ROOM	U SHAPE	RECEPTIO N	COST
Lounge	9.2 x 6.7 30' x 22'	2.44 - 3.40 8 - 10	50	34	30	60	£80 All Day £45 Half day £37 Evening
Syndicate Rooms							£20
Annex with en suite	3.5 x 2.85 11'6" x 8'9"		Only for use with main Lounge	8			£10
Morning Room	3.38 x 2.67 11'9" x 8'9"		Only for use with main Lounge	8			£10
Meeting Room	3.58 x 3.08 11'9" x 10'1"			8			£30 Day or part thereof

Equipment required

- | | | | |
|---|---------------|--|-------------|
| <input type="checkbox"/> Pads & Pencils | £2.00 per set | <input type="checkbox"/> OHP & Screen | £25 per day |
| <input type="checkbox"/> 35mm carousel | £35 per day | <input type="checkbox"/> Flip Chart Pads | £12.00 each |
| <input type="checkbox"/> LCD Projector | £75 per day | <input type="checkbox"/> VCR & Monitor | £50 per day |

Catering

- | | | | |
|--|------------------|---|----------------|
| <input type="checkbox"/> Tea/Coffee & Biscuits | £1.25 per cup | <input type="checkbox"/> Standard Finger Buffet | £8.00 per head |
| <input type="checkbox"/> Mineral Water | £2.00 per bottle | <input type="checkbox"/> Tea/Coffee & Danish | £2.50 per head |
| <input type="checkbox"/> Sandwiches & Crisps | £4.50 per head | | |

A 10% discount is given to registered charities