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**Day Conference Tariff and Booking Form**

1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018

Date of Conference..... Group Name.....

Organiser Name and Address.....

.....

Tel. No.:..... E-mail.....

Estimated number of delegates.....

Rooms required (Please tick):

	Seating		Cost		
	Theatre	Boardroom	1 session	2 sessions	3 sessions
Thames Room	<input type="checkbox"/> 85	<input type="checkbox"/> 45	<input type="checkbox"/> £100	<input type="checkbox"/> £180	<input type="checkbox"/> £200
Severn Room	<input type="checkbox"/> 70	<input type="checkbox"/> 35	<input type="checkbox"/> £90	<input type="checkbox"/> £140	<input type="checkbox"/> £170
Trent Room	<input type="checkbox"/> 14 Computers		<input type="checkbox"/> £95	<input type="checkbox"/> £145	<input type="checkbox"/> £175
Ribble Room	<input type="checkbox"/> 24	<input type="checkbox"/> 18	<input type="checkbox"/> £60	<input type="checkbox"/> £80	<input type="checkbox"/> £105

Notes: A session is either a morning (9am-1pm), afternoon (1pm-5pm) or evening (5pm-9pm).

All conference rooms have projection screens, flip charts (additional charge for consumables) and pens. An overhead projector and television with video/DVD player are available if requested at the time of booking. The Severn Room and the Ribble Room have sound systems, with video projectors. The Severn Room has a hearing loop. Internet access through a wireless access point is available free of charge for course leaders.

All rooms will be charged at the above rates irrespective of the period of use.

Please state your: Arrival Time..... Departure Time.....

The following can be provided at extra cost.

Tea, coffee and bottled water                      £3.00 per person                      No. Required.....

Light buffet lunch                                      £6.50 per person                      No. Required.....

Special dietary requirements.....

**ALL CANCELATIONS SUBJECT TO 50% CANCELLATION FEE**

I have read and accept the payment terms as detailed above.

Signed..... On behalf of..... Date.....