Riversway
conference centre

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## Day Conference Tariff and Booking Form

1st January 2024 – 31st December 2024

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 | ❒ | 85 | ❒ | 45 | ❒ | £100 | ❒ | £180 | ❒ | £200 |
| Severn Room | ❒ | 70 | ❒ | 35 | ❒ | £90 | ❒ | £140 | ❒ | £170 |
| Trent Room | ❒ | 14 Computers | | | ❒ | £95 | ❒ | £145 | ❒ | £175 |
| Ribble Room | ❒ | 18 | ❒ | 12 | ❒ | £60 | ❒ | £80 | ❒ | £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 has a full PA system, with video projector, DVD player and a hearing loop. Internet access through a wireless access point is available free of charge.

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 £3.50 per person No. Required.....

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

Special dietary requirements.....

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

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

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