

BOARDROOM BOOKING FORM



DATE OF MEETING:		CONTACT NAME:	
MEETING START TIME:		POSITION:	
MEETING END TIME:		EMAIL ADDRESS:	
NO. OF DELEGATES:		CONTACT TEL. NO.:	
COMPANY NAME:		CONTACT FAX NO.:	
PURCHASE ORDER NO. (IF REQ):		INVOICE ADDRESS:	

Please note - max seated: 14 people / 20 people theatre style

ROOM LAYOUT REQUIRED

Theatre		Boardroom	
Classroom		Other	

ROOM RATES

Price	Unit	Quantity	TOTAL
£17.50	Hourly Rate - Max. 3 Hours		
£65.00	Half Day - Max. 4 Hours		
£99.00	Full Day		

Additional Requirements:

Plasma Screen

Wi-Fi

IT Support

Direct Dial Telephone

Calls charged at Standard BT Rate

Fax - Incoming

Fax - Outgoing

Photocopying

Laminating

Flip Chart and Pens

Conference Facilities - spider phone

Price	Unit	Quantity	TOTAL
INCL			INCL
INCL			INCL
£50.00	per hour		
INCL + Calls	-		
TBC			
£0.50	each		
£0.50	each		
£0.15	per copy		
£1.00	per copy		
£10.00	each		
£15.00	per day		

Total
excl. VAT

*Please turn over for Catering
Options and further information*

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Catering Options

Please note that no external catering is allowed at ABC

Tea and Coffee

Tea /coffee & confection - Inc Replenishment

Price	Unit	Qty	Replenishment Time	Total
£1.50	per person			

Standard Lunch Options available:

Option 1:

Sausage Rolls, Chicken Fillets in Breadcrumbs, Mini Homemade Pizza's, Kilted Sausages, Selection of Filled Sandwiches, Mini Rolls & Juice

Option 2:

Homemade Soup with Farmhouse Bread, Selection of Filled Sandwiches, Selection of Cakes & Juice

Option 3:

Selection of Filled Sandwiches & Mini Rolls, Selection of Cakes, Fruit Platter & Juice

Price	Unit	Qty	Total
£8.00	per person		
£7.00	per person		
£6.00	per person		

Dietary Requirements	
Meal Delivery: 12pm or 1pm	
Total Booking Fee	
VAT @ 20%	
Total incl. VAT	

All prices are correct at time of print and are subject to change. Full balance to be paid 1 week prior to meeting. Cheques should be made payable to "Algo Business Centre Ltd" or payment can be made via visa terminal or by bacs transfer. Any changes regarding catering require 72 hours notification. Cancellations of less than 1 week will be non refundable.

Customer Signature: _____ **Print Name:** _____

PLEASE REPORT TO RECEPTION ON ARRIVAL

