

BBIC CUDWORTH PHASE III MEETING ROOM HIRE - BOOKING FORM

You have requested to hire BBIC's Phase III Meeting Room(s), would you please fill in the form below and return it to BBIC as soon as possible to confirm your booking and invoice details (please keep a copy for your records).

Company Name:	
Date of Meeting:	
Start Time: (available from 8.30am)	
Finish Time: (rooms must be vacated no later than 4.30pm)	
No. of People Attending:	
Meeting Room(s) Required:	Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Rooms 1 & 2 <input type="checkbox"/>
Meeting Room Layout:	Boardroom <input type="checkbox"/> U Shaped <input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/>
Equipment Needed:	OHP <input type="checkbox"/> Flipchart <input type="checkbox"/> TV/Video <input type="checkbox"/> *LCD Projector / Full or Half Day <input type="checkbox"/> *Digital Camera / Full or Half Day <input type="checkbox"/> *Laptop / Full or Half Day <input type="checkbox"/> *Hire charge of £20.00 Full Day, £10.00 Half Day. Internet Connection £10.00 per session <input type="checkbox"/> * Please note that notice is required for the hire of these items.
Refreshments Required:	Coffee/Tea <input type="checkbox"/> Orange Juice <input type="checkbox"/> Water <input type="checkbox"/> Biscuits <input type="checkbox"/>
Buffet Required:	Buffet 1 £5.00 per head Buffet 1 <input type="checkbox"/> Number of People for buffet..... Buffet 2 £5.50 per head Buffet 2 <input type="checkbox"/> Time of Buffet.....
Time of refreshments:	
For External Bookings - Invoice to be Sent to:	Name: Address:
Booking Reference:	CR/R00/09/
Purchase Order Number:	This booking is not confirmed without a purchase order number - bookings cannot be held for longer than 48 hours without a purchase order number.

Please note:

1	Seats 24 Boardroom Style	Seats 36 Lecture Style	Seats 20 U Shape
2	Seats 12 Boardroom Style	Seats 12 Lecture Style	Seats 12 U Shape
1 & 2	Seats 30 Boardroom Style	Seats 50 Lecture Style	Seats 36 U Shape

Note: Cancellations received less than 1 week in advance will be charged at 50%

Completed by: Sign..... Date:

Name.....

Please Return To:

Reception, BBIC Ltd, Snyderdale Road, Cudworth, Barnsley S72 8RP. Tel: 01226 715555 Fax: 01226 713577