**Booking Form**

**Please complete this form and return to the onsite office, or email to the bookings. Once submitted, we will contact you with confirmation details at this point you will be required to pay £10 deposit. For Government bodies & companies we require an official order No.**

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| **Details** | |
| Booking Contact Name:  Account payable Contact Name: | Organisation |
| Address: | |
| **OFFICIAL ORDER NUMBER:**  **Please note bookings will not go ahead without an official company order number or accounts authorisation** |  |
| Email:  Accounts payable E-mail ( this is required) : | Telephone:  Accounts payable Telephone: |
| Contact details of person attending on the day if different: | |

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| **Booking Information** | | |
| Date Facilities Required: |  | |
| Time Facilities Required: | From: | To: |
| Title of Event |  | |
| Number of Attendees: |  | |

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| **Room(s) PLEASE NOTE the numbers on here do not represent social distance requirements. Please arrange a meeting at the centre to confirm appropriate numbers of people.** | |
|  | The Lowther Room – Large Conference Room approx. 70 people, |
|  | Silkstone Hall – Multi-purpose community hall approx. 40 people, ideal location for community sports groups and children’s parties. |
|  | The Carter Room – Meeting room. approx. 20 |
|  | The Fenton Room – Meeting room approx. 16 |
|  | Kitchen and Room – Meeting room approx. 16 people |
|  | Office – Private Meeting or Interview, can possibly be used as a Therapy Room |
| **Equipment Required** | |
|  | Projector |
|  | Flip Chart |

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| **Layout Option for Hall or Conference Room** | | | | | |
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| Empty Room Required | |  | | | |
| **Refreshments/Catering (Unavailable at the moment, hot water can be provided)** | | | | | |
|  | Refreshments - Tea, Coffee and Water  **Unless otherwise indicated, these will be served on arrival only. If you require a further serving please specify at what time(s):** | | | | £1 per person/ per serving |
|  | Cold Buffet – Please see the Menu options and select which choice you require. The menu options are listed at the bottom of the form.  **Buffet Option Name:**  **Number of servings required:**  **Approximate time:** | | | |  |

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| **Terms and Conditions** |
| Please see full Terms and Conditions & pre booking consultation form |

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| **Cost** | |
| Room Hire per hour |  |
| Refreshments |  |
| Catering –see brochure options |  |
| Total |  |
| £10 deposit taken |  |
| Left to pay |  |
| **Agreement.** | | |
| Signed |  | |
| Print Name |  | |
| Date |  | |
| Office Signature |  | |

**Catering Options**

**Please note that all prices given are per person/serving unless otherwise stated. We are able to cater for other dietary needs, if booked in advance and can options can be negotiated. Please note Refreshments & Catering options may be limited due to COVID-19**

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| **Buffet Options** | | |
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| **Buffet 1** | Light snack, 4 Finger cut sandwiches per person filled with Ham, Turkey, Egg-mayo & Tuna mayo garnished with salad, accompanied by crisps & small home made sausage rolls. Finished off with fresh cream scones & carrot cake | **£3.85pp** |
| **Buffet 2** | Open corner cut sandwiches and bread rolls filled with salad & a variety of fillings, 2 Quarters of pork pie per person. Miniature scotch eggs with home made sausage rolls & crisps. Finished off with a fruit platter & selection of cakes. | **£4.70pp** |
| **Buffet 3** | Trays of seasonal crudities and dips. 2 pieces of wrap filled with chicken sit along side 2 white & brown corner cut sandwiches per person, with various fillings and salad garnish. Accompanied with platter of melon, grapes and orange halves. Selection of cake slices. | **£5.45pp** |
| **Buffet 4** | Finger food at its best! Open and corner cut sandwiches filled with varied meats & vegetarian options along side bread rolls garnished with salad. Selection of pork pie and scotch egg. Home made sausage rolls & quiche, crab sticks. A mixture of pizza, garlic bread & Indian selection of samosa, spring roll and onion bhaji. Finished with a mixed selection of gateaux & cream. | **£5.45pp** |
| **Buffet 5** | Hearty Sandwiches, 4 corner cut each on mixture of white and brown bread, variety of fillings & salad. 2 chunky wraps filled with tender pieces of marinated meats and veg fillings. Medley of open cut sandwiches & bread rolls filled with Ham, Turkey, Cheese & Tuna with salad garnish. Home made sausage and cheese rolls. Fruit platter and cakes. | **£5.80pp** |
| **Buffet 6** | Selection of finger & corner cut sandwiches filled with tender slices of Ham,Turkey and Pork along side Prawn and Crab salad sandwiches. Trays of Crab sticks lay among a selection of home made quiches, cheese and Sausage rolls with individual miniature pork pies topped with chutneys and scotch eggs beside bowls of home made coleslaw and potato salad. Finished off with crisps, dips and a range of deluxe gateaux & cream. | **£6.80pp** |

Once we receive a fully completed booking form and deposit, we will raise your invoice. At this point your booking will be secured. Our payment terms are 14 days after the meeting or party has taken place. On the occasion that we are invoicing for multiple meetings your invoice is due 14 days after the last meeting. We require you to provide your accounts payable information and official company order number otherwise room hire will not be permitted.