# final-logo-cudworth.jpg

# THE BUSINESS VILLAGE CUDWORTH

# MEETING ROOM HIRE/CATERING – BOOKING FORM

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

|  |  |  |
| --- | --- | --- |
| **Company Name:**  **Contact Name:**  **Contact Number:**  **Email Address:** |  | |
|  | |
|  | |
|  | |
| **Date of Meeting:** | | **No. of People Attending:** |
| **Start Time:**  (available from 8.30am) | | **Finish Time:**  (rooms must be vacated no later than 4.30pm) |
| **Meeting Room(s) Required:**  **Meeting Room Layout:** | Meeting Room 1  Meeting Room 2  Meeting Rooms 1 & 2    Boardroom  U Shaped  Lecture  Classroom | |
| **Equipment Needed:** | OHP  Flipchart  TV/Video    \*LCD Projector / Full or Half Day  \*Digital Camera / Full or Half Day  \*Laptop / Full or Half Day \*Hire charge of £20.00 Full Day £10.00 Half Day. Internet Connection-Free of Charge  \* Please note that notice is required for the hire of these items. | |
| **Refreshments Required:** | Tea £1.80 per flask (8 cups)  Coffee £3.00 per flask (8 cups)  Water £1.00  Orange Juice £1.00  Biscuits £2.20 | |
| **Buffet Lunch Required:** | Buffet Lunch  Amount and Time required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please See Buffet Menu for Options Option 1  2 3 | |
| **For External Bookings - Invoice to be Sent to:** | Name:  Address: | |
| **Booking Reference:** | **CR/R00/19/** | |
| **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:** 1Seats 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 & 2Seats 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. The Business Village Cudworth@ BarnsleyBIC, Snydale Road, Cudworth, Barnsley S72 8RP.

Tel: 01226 715555