



BOOKING FORM

MEETING DETAILS					
Date of Meeting:		Name of Meeting:			
Start Time:		Finish Time:		Number of Delegates:	
CATERING DETAILS					
Break Times: AM		LUNCH		PM	
Menu No:					
Special Dietary Requirements:					
EQUIPMENT REQUIRED (please tick)					
OHP: <input type="checkbox"/>	Laptop: <input type="checkbox"/>	TV/VCR: <input type="checkbox"/>	LCD Projector: <input type="checkbox"/>	Flipcharts: <input type="checkbox"/>	Other: <input type="checkbox"/>
If other please state:					
ROOM REQUIRED					
Room Required: (Booked)					
Break Out Rooms required:					
Room Style, Board, Cabaret etc:					
PERSONAL DETAILS					
Name: (person making booking)		Service:		Section:	
Address:		Tel:			
Postcode:		Fax:			
Cost Centre/Order no:		Email:			
BOOKING INFORMATION (please tick)					
Type of Booking: PROVISIONAL: <input type="checkbox"/>		CONFIRMATION: <input type="checkbox"/>		Date of Booking:	
CANCELLATION DETAILS					
Name: (person cancelling booking)			Date sent:		
Fax/Email confirmation sent: YES <input type="checkbox"/>		NO <input type="checkbox"/>		Cancellation fee involved: YES <input type="checkbox"/>	
				NO <input type="checkbox"/> Fee £:	
Cancellations must be made via email or fax, not by phone. Please read the terms and conditions on the reverse of this form.					

TERMS & CONDITIONS

All bookings will be regarded as provisional until written confirmation is received from the client. **Provisional bookings will be held for 7 working days** awaiting confirmation, after which time the space reserved will be re-let.

Guaranteed final catering numbers will be required 48 hours prior to the start of the event. The client may not bring any food/drinks into the centre for use during an event, unless agreed otherwise and authorised in writing by the TAD Centre management.

BOOKING CANCELLATIONS - TRAINING ROOMS

In the event of cancellations, the following cancellation charges will apply:

20-11 days prior to event	50% Room Hire only
10-3 days prior to event	75% Room Hire only
2-0 days prior to event	Full cost of booked event

BOOKING CANCELLATIONS - MAIN CONFERENCE SUITE

In the event of cancellations, the following cancellation charges will apply:

30-11 days prior to event	50% Room Hire only
10-3 days prior to event	75% Room Hire only
2-0 days prior to event	Full cost of booked event

If the cancelled event is re-booked and takes place within 30-20 days and if space can be re-let at short notice, cancellation charges will be reduced to an administration charge of £10. **Cancellations will only be accepted in writing by fax or email.**

The TAD Centre reserves the right to alter or cancel any booking that cannot be kept for reasons beyond our control e.g. fire, flood or industrial action. In the event of this happening, all reasonable efforts will be made to offer alternative accommodation.

We may alter the training rooms allocated to you. We will only do this if the alternatives we offer are suitable for your purposes as explained by you to us at the time of booking. There will be no extra charge to you if we change your room allocations.

AGREEMENT

I/We agree to the above terms & conditions regarding our booking with TAD Centre Ltd.

Signed:

Print:

Date: