

Revive Healthy Living Centre, Roe Farm Lane, Chaddesden, Derby, DE21 6ET
Tel: 01332 288700



ROOM BOOKING FORM

Contact details

Organisation:			
Address details:		Invoice address (if different):	
Purchase Order No :			
Contact name:			
Tel:		Fax:	
E-mail:			

Details of meeting/event:

Name of meeting:			
Date(s) of meeting:			
Time from:		Time to:	
Number of attendees:			
Please specify which room you require:		Layout of room*	
Number of sessions (if applicable):		Day (Monday/Tuesday etc.)	
Date commencing:			

* Please indicate which layout is required:

Theatre – Boardroom – U-shape – Cabaret - Classroom

Equipment:

Flip chart stand, flip chart paper and pens:	<input type="checkbox"/>
Projector:	<input type="checkbox"/>

To comply with safety regulations, we are obliged to ask the organiser to collect on the day, from reception an Attendance Sheet for the meeting and register all attendees.

Revive healthy living

Refreshments (please indicate requirements, prices subject to VAT)

			Time:
On arrival - tea/coffee/biscuits:	£1.00 per person	<input type="checkbox"/>	
Mineral water on table 1 litre bottle – sparkling:	£2.00 per bottle	<input type="checkbox"/>	
Mineral water on table 1 litre bottle – still:	£2.00 per bottle	<input type="checkbox"/>	
Jug of Orange juice on table -serves 8:	£2.00 per jug	<input type="checkbox"/>	
Danish Pastries/Croissants with tea/coffee	£1.65 per person	<input type="checkbox"/>	
Mid-morning/afternoon tea/coffee/biscuits	£1.00 per person	<input type="checkbox"/>	
Buffet lunch - <i>please see attached menu</i>			
Please indicate if a buffet is required:	£5.00 or £6.50 (per head)	<input type="checkbox"/>	

Special Requirements:

Please let us know if any attendees have any special requirements:

Cancellations: (as stated in the Room Hire Terms & Conditions)

Any cancellations must be made no less than 72 hours before the date of the booking. Cancellation charges apply to total booking value, to include room hire, prebooked refreshments and buffet costs: within one month – 10%, within two weeks – 20%, within one week – 50%. **All cancellations must be made in writing.**

Please sign below to confirm that the above details are correct and to acknowledge acceptance of our Room Hire Terms & Conditions.

Signature: Print name: Date:

Please return the booking form to: **Maria Raffermti, Administrative Officer
Revive Healthy Living Centre, Roe Farm Lane, Chaddesden, Derby, DE21 6ET**

Office Use Only

Copy to Finance <input type="checkbox"/>	Copy to Café <input type="checkbox"/>	Room rate per hour:
------------------------------------------	---------------------------------------	---------------------

Revive healthy living