St James Priory

St James Chapter House

ROOM HIRE BOOKING FORM 2020

PLEASE COMPLETE A SEPARATE FORM FOR EACH DATE

Room Booking Date: **Which Meeting Room: One/Two/Three**

Times: **Room Layout: Boardroom /Lecture/Amphitheatre**

Name of Meeting:

Billing Address:

<u>Contact details of the Person who made the booking with us /Reference</u>

Name: **Organisation:**

Telephone Number:

E-mail Address:

YOUR PURCHASE ORDER NUMBER (if required):

<u>Room Hire Charge</u>: **<u>Number of Delegates:</u>**

<u>Other Charges</u>:

Projector: Yes / No; Screen: Yes / No; Flip Chart: Yes / No ; WIFI : Yes / No.

<u>Catering Requirements:</u>

ONLY FOOD & DRINK PURCHASED FROM OUR CAFÉ IS PERMITTED ON SITE.

Lunch: Nos. @ £12 per head
@ £8 per head or
@ £6 per head

Dietary needs: Nos for Vegan - Nos for Vegetarian -
Nos for Gluten free - Nos for Dairy free -

Tea/Coffee: Nos. @ £2.50 per head.

Times for drinks:

Notes:

PLEASE NOTE: There is a fee of £30 for cancellation within 14 days of booking date.
For a NO SHOW on the Booking Date there will be a 100% charge.

Person who took the Booking for St. James Priory: **JJ / Dec 2019**