

Conference and Meeting Room Booking Form

Please complete all sections of this booking form providing us with as much detail as possible. This will enable us to facilitate all requests to the highest standard of service.

Contact Name(s): _____

Organisation: _____ Charity Reg No: _____

Address: _____

Post Code: _____ Tel No: _____

Invoice Address (if different from above): _____

Post Code: _____ Email: _____

Booking Date: _____ Access Time from: _____ To: _____

Room (please circle)

Rathbone	Brunswick	Smithdown	Restaurant
----------	-----------	-----------	------------

Overall numbers attending (including speakers/tutors) _____

Refreshments

If yes, please choose and state number to be catered for

Tea / Coffee £3.00 per person full day, £1.50 per person half day Number = _____

Buffet options:

Package 1	Package 2	Package 3
Number: _____	Number: _____	Number: _____

Please Note:

Specific nutritional requirements must be provided to conference facility manager 14 days before booking

Total cost of booking can be confirmed via email or fax on request

Room Layout (please circle)

Formal	Informal	Board Room	Theatre
--------	----------	------------	---------

Presentation Facilities Required (please circle)

Flipchart	VCR	OHP
-----------	-----	-----

I have read and agree to the terms and conditions attached to this document.

Signed

Date

Conference Rooms Terms and Conditions

Please complete all sections of this booking form and return to the conference team. On receipt we will send you a deposit invoice for 20% of the total room hire, via email, fax or post. Once a booking form has been received and deposit paid a confirmation email will be sent on behalf of the Academy.

All bookings are accepted on the basis of the signing of an acceptance to our Terms & Conditions. It is the understanding that the organiser or client by entering into this agreement is acting with the knowledge and agreement of the organisation.

Any booking not confirmed by the deadline will be automatically released from our database – any bookings outside of this time frame will again be subject to availability.

Provisional bookings will be held for 14 days. Requests made by telephone should be confirmed in writing and deposit paid.

Variations to specifications must be notified in writing at least 2 weeks prior to the date of the event. We will try and facilitate any alterations made within 2 weeks of the booking, however there is a possibility that all requests made during this time period may not be catered for.

If catering is required the Academy must be notified in writing no less than 2 weeks prior to the booking date. The conference invoice will be based on the numbers submitted at this stage, or on actual numbers attending, whichever is the higher figure.

In the event of unforeseen circumstances, or if the numbers in the party alter significantly, Greenbank Sports Academy reserves the right to change the venue for any residential or catering booking to an alternative, more suitable Conference room.

Cancellations

The following scale of charges applies to cancellation of any bookings made:

1 – 3 months notice	Loss of deposit
2 weeks – 1 month	40% (includes deposit)
Less than 2 weeks	100% of the daily charge

All cancellations must be made in writing and will be followed by confirmation of acceptance email.

Payment Details

All accounts must be settled within 28 working days after date of invoice. A weekly 2.5% charge will be added to any outstanding balance in the event of overdue payments.

Payments can be made on any outstanding balance on the day of the booking either by cash, cheque or payment card.

Any additional charges accumulated during the date of the booking will be added to the final itemised invoice.

Payments can be paid over the phone with senior management representatives for both deposits and invoices.

General Facility Items

Any loss or damage caused to equipment loaned out to facility users will be chargeable to the customer account. Any loss or damage to equipment must be reported to the Academy staff.

For security reasons a member of the party must be present in the room at all times unless the area is locked by a member of the academy staff.

All personal belongings or property left in the hired rooms (or restaurant) are done so at the individuals' risk. The academy will not be held responsible for any loss or damage to any items or belongings.