

BOOKING FORM

Conference Room Booking Form

Organisation Name _____ Contact Name _____

Address _____

Telephone _____ Fax _____

E-Mail _____

Date of Conference _____ Number of Delegates _____

Name of Conference _____ Room Layout _____

Conference Room _____ Time Required – From _____ To _____

Equipment Required – (Please tick if required)

Flipchart Whiteboard Projector Other _____

Refreshments Required – (Please tick if required)

AM PM Other Times Required _____

Buffet Requirements –

Menu Number Number of People Time Required _____

Dietary Requirements _____

Signed _____ Print Name _____ Date _____

Please return your signed form to the address below.

We would like to keep you updated by email with news of our latest offers & events. If you would prefer not to receive such updates, please tick this box: We actively participate in social media & professional online networks. We would like to connect with you in this way to help promote the Business & Conference Centre & those companies/organisations using our facilities. We propose to only mention the company name and/or social media address - no individual's or course/event names will be mentioned. If you would prefer not to engage with us in this way, please tick this box:

TERMS & CONDITIONS

By completing, signing & returning the Booking Form for your event, you automatically accept the following Terms & Conditions:

Deposits

A non-returnable deposit may be required at the time of booking. Deposit amount will be £30.

Cancellations

Notification of a cancellation or postponement must be made in writing, either by letter, email or fax & receipt of cancellation notice will be acknowledged by the Business & Conference Centre. In the event of cancellation or postponement of a confirmed booking, the deposit paid is non-returnable. Any cancellation of a confirmed booking will be subject to the following charges:

Notice given (from date of booking) = Cancellation Charge:

- 2 - 4 weeks = 50% of room hire costs.
- Within 2 Weeks = full payment of room hire costs.
- Within 2 full working days = buffet/lunch costs in addition to full room hire.
- No cancellation notice = full costs including refreshments & equipment hire.

Evenings/Weekends

Room hire rates will be charged at an additional 25% for evening or weekend bookings. Evening bookings include those commencing at 4.00 pm or later. In the case of day bookings running into evenings, the evening rate will begin at 5.00 pm.

Start & Finish Times

When arranging your booking, please consider the time from which you wish to access the room until the time you will leave. Your room will be ready for you at the time booked & we cannot guarantee access should you arrive earlier than arranged.

We appreciate that in some circumstances your conference or meeting may run beyond the expected finish time. In such cases, you will be charged for the additional time, rounded up to the nearest half hour.

Payment

You will receive a single invoice, addressed to your specified contact, after your event & our terms request payment within 30 days. In the event that you require more than one invoice, or require an invoice to be readdressed, a £10 administration fee will be charged for each additional invoice. Please inform us in advance if you wish to collect your invoice on the day of your booking.

Room Layout

Furniture in your room will be set out as requested on your booking form. Any changes must be notified at least 24 hours in advance of the start time of your booking. We cannot guarantee staff availability to assist with requests for changes made on the day. Oswaldtwistle Mills Business & Conference Centre cannot be held responsible for any injury caused as a result of re-arranging your own room furniture.

Equipment

In order to enable us to prepare your room to your specifications, it is important that any equipment is booked in advance. Although we endeavour to meet all your last minute requests, it is not always possible to provide audio-visual equipment at short notice.

Noise

Oswaldtwistle Mills Business & Conference Centre cannot be held responsible for any external noise that may occur outside the building.

Catering

Final confirmation of delegate numbers for refreshments & catering is required at least 2 clear working days prior to your event. Please notify us of any special dietary requirements in advance. Our policy is to display buffets for a maximum period of 2 hours after which time left over food will be disposed of.

Unless arranged with Oswaldtwistle Mills Business & Conference Centre in advance, clients & their delegates are requested not to bring food & drink onto the premises. If this is not adhered to, an additional service charge will be incurred per delegate.

Marketing

Your contact email address stated on the booking form will automatically be added to our customer database & you will receive updates from us regarding promotional activities & news regarding Oswaldtwistle Mills Business & Conference Centre. You can opt out of this option by ticking the relevant box on the booking form.

The Business & Conference Centre team are available to ensure that your event runs as smoothly as possible. Should you have any comments regarding the venue or service, please contact either the Conference Centre Co-Ordinator or Reception.

Your custom is important to the continued success of our organisation & we look forward to welcoming you back to Oswaldtwistle Mills Business & Conference Centre.