



Stanley Education Centre
 King Edward VIII Tce , Shield Row, Stanley, DH9 0HQ
 Telephone: 03000 269344
 email: stanleyeducationcentre@durham.gov.uk



Booking Form

Today's date:		Contact Name:	
Company Name: Address (for invoicing purposes)		Email Address: Telephone Number:	
PO Number if applicable:		INTERNAL DCC ONLY: I understand that the cost of this event will be charged centrally from the cost centre given. Schools will be notified of the charge by secure email.	
INTERNAL DCC ONLY: ONE Course Code: Cost Centre or School Number: Expenditure Code:			
Date accommodation required: Exact start time of event:		Time from:	Time until:
			Number of attendees:
Title of Event:		Will children be attending: Yes / No	Has a risk assessment been carried out: Yes / No
Name of course leader:		Additional requirements i.e. Laptop, DVD player.	

We require the following room(s) and layouts:
 Room capacities in bold

Please tick where appropriate ✓

Room	Cabaret ✓	Boardroom ✓	Horseshoe ✓	Theatre ✓
Lanchester Suite	60	30	30	100
Causey Room	24	16		

Catering and Refreshment Requirements

Refreshments available from vending machines in rooms (including biscuits) charged at £1.50 per person per serving is charged as a minimum on all bookings. Please tick where appropriate ✓

Please note that a buffet lunch can only be provided for more than 20 delegates (£5.50 per head)

Is lunch required:	Yes	No	Preferred lunch time:
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General Terms and Conditions

All cancellations must be received in writing.

Unless 48 hr notice of cancellation is received for rooms/meals booked at SEC, charges will be incurred. Please inform the Centre one week in advance if the course applicant numbers differ to those stated above.