

Booking Form

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|--|--|---|--|
| Event Date: | | Contact Name: | |
| Company Name: Address (for invoicing purposes) | | Email Address: | |
| PO Number if applicable: | | Telephone Number: | |
| INTERNAL DCC ONLY: Cost Centre or School Number: Expenditure Code: | | 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. | |
| 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: | | If yes, approximate number and ages of children: | |

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

Please tick where appropriate ✓

| Room | Cabaret ✓ | Boardroom ✓ | Horseshoe (chairs only) ✓ | Theatre ✓ |
|-----------------------------|-----------|-------------|---------------------------|------------|
| Neville Hall | 80 | n/a | n/a | 120 |
| Derwent | 40 | n/a | 40 | 40 |
| Derwent & Hawthorn combined | 65 | 30 | n/a | 65 |
| Hawthorn | 24 | n/a | 20 | 20 |
| Browney | 24 | 24 | 20 | 20 |
| Tees | 24 | n/a | 16 | 32 |
| Wear | 24 | n/a | 16 | 32 |
| Greta (Limited IT) | n/a | 12 | n/a | n/a |
| Skerne (Limited IT) | n/a | 12 | n/a | n/a |
| Leven (No IT) | n/a | 10 | n/a | n/a |

Catering and Refreshment Requirements

Please note as refreshments are available from vending machines in the refectory area and we do not serve refreshments to rooms, a charge of £1.50 per serving including biscuits is chargeable as a minimum on all bookings (this cost is already included in day delegate rate). Room hire only bookings are not available.

| | | | |
|----------------|--|------------------------|--|
| On Arrival: | | Afternoon break: | |
| Morning break: | | Lunch Choice: Time: | Hot Buffet (please specify choice) |

Please note: Provisional bookings will only be held for a period of 14 days without confirmation of a booking form