

conference and corporate entertaining at catalyst

booking form



Organisation Details			
Contact Name			
Name of Organisation			
Address			
Post Code			
Tel/Fax Number (daytime)			
email address			
How did you hear about us?			
Event Details			
Date of Event			
Title of Event			
Arrival Time of Organisers			
Arrival Time of Delegates			
Departure Time of Delegates			
Number of Delegates			
Facilities Required (please tick)			
Chemicals Northwest Room		Data Projector	
Hutchinson Room		Overhead Projector & Screen	
Friends' Room		TV/Video	
Deacon Room		35mm Slide Projector & Screen	
Education Suite	<input type="checkbox"/> All Rooms <input type="checkbox"/> One Room	Flip Chart	
Alchemy Theatre		Laptop	
Discovery Lab			
Exhibition Galleries			
Additional Requirements :			
Room Layout (please tick)		Access for setting up prior to event	
Theatre		Access required	Yes / No
Boardroom		Date(s)	
Classroom/Cabaret		Arrival Time(s)	
U-Shape		Departure Time(s)	
Reception Table			
Speaker Table			
Number of Speakers			
Other: (if different from above, please send plan of room layout required)			

For catering requirements please see over . . .

	Please tick	Time to be served
Menu 1 - (Pls State Fresh Fruit or Gateaux)		
Menu 2		
Menu 3		
Sandwich Platter		
Working Lunch		
Hot Menu - Chicken or Hot Pot		
Other:		

Refreshments	Please tick	Time(s) to be served
Coffee & Tea		
Coffee, Tea & Biscuits		
Coffee, Tea & Pastries		
Fresh Fruit Juice		
Mineral Water		

Please detail any other relevant information or specific requirements.

TERMS AND CONDITIONS OF HIRE

- All Bookings are deemed to be provisional until receipt of a completed Booking Form together with a non refundable deposit of 50% of the Room Hire Charge.
- Cancellations within 7 working days of the event will be subject to a catering charge.
- Catalyst cannot accept liability for any loss or damage to personal belongings or equipment brought onto the site.
- Damage to fixtures, fittings and other Catalyst property will be charges to the hirer.
- ***Arrangements and final numbers for catering, are required no later than 7 clear working days before the event.***
- **In the interest of safety, the Museum Buildings are designated as “No Smoking”.**

I have read, understood and acknowledge agreement to the Terms and Conditions above:

Signed:

Date: