



# ROOM BOOKING REQUEST FORM

## INITIAL DETAILS

\* Revised numbers due to Covid (25% off)

Please fill in the form by entering the required information and send the form back to [info@fifegingerbread.org.uk](mailto:info@fifegingerbread.org.uk)

Today's date

Event date

Company name

Contact name

Contact No.

Contact E-mail

Room Required

No. of Attendees

Start/End Time

FG Contact

## ROOM TYPE

<b>THE SNUG</b> [up to 2 people]	<b>£7.50 p/h</b>
<b>BOARD ROOM</b> [up to 4 people]	<b>£11.25 p/h</b>
<b>TRAINING ROOM</b> [up to 12 people]	<b>£15.00 p/h</b>

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## ADDITIONAL INFORMATION

Event Title

Layout

Refreshments

Notes re layout

Tea/Coffee/Biscuits £2.00 per head per serving

If 'Yes', timings when required

Lunch type (see 'Quotes' tab below for prices)

Any additional requests

Special Dietary requirements

If 'Yes', please state

## LUNCH QUOTES

Lunch 1 - Sandwich Platter

6-12 Delegates

£45

Lunch 2 - Sandwich & Fruit

6-12 Delegates

£60

Lunch 3 - Cold Buffet

6-12 Delegates

N/A

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## EQUIPMENT REQUIREMENTS

Other

Whiteboard

Projector

Flipchart

Notepads/Pens

Laptop

If a laptop is required please bring your material with you on a flash drive.

## INVOICING DETAILS

Company name

Contact name

Invoice Address

Contact No.

Contact E-mail

## PRICING

### FINANCE USE ONLY

Invoice No.

Date

Method of issue