

SOUTH HUNSLEY CONFERENCES

Standard Booking Request

Section 1 - Organisation Details

Contact Name			
Organisation			
Address			
Tel:		Email:	

Additional Information			
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Section 2 – Event Details

Event Title			
Date	Time	Number of Delegates	

Room Layout	Please tick your preferred option						
Classroom	<input type="checkbox"/>	Theatre	<input type="checkbox"/>	Cabaret	<input type="checkbox"/>	Horseshoe	<input type="checkbox"/>

Audio Visual	Please tick						
Flip Chart	<input type="checkbox"/>	OHP	<input type="checkbox"/>	Laptop/projector	<input type="checkbox"/>	Video Player	<input type="checkbox"/>
DVD Player	<input type="checkbox"/>	CD/Tape Player	<input type="checkbox"/>	Group Laptops*	<input type="checkbox"/>		

* Group Laptops can be provided for a maximum group of 15 people at an additional charge, please see pricing and options section.

Section 3 – Catering

Refreshments

Beverages		Please indicate times for refreshments					
1		2		3		4	

Please indicate number required							
Tea/coffee & Biscuits			Fruit Juice			Bottled Water	

Lunch

Time Required							
Menus		Please indicate the menu option.					
1		2		3		4	

Desserts		Please indicate the menu option.					
A		B		C			

Additional Information	i.e.: special dietary requirements
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Section 4 – Confirmation

I confirm that the details contained in this form are correct and that I have read and accept the terms and conditions provided prior to completing this request:

Signed: _____ Date: _____

Please return this form to:
Nadia Linguard – Conference and Catering Manager
South Hunsley School
East Dale Road, Melton HU14 3HS
Tel (01482) 636751
Email: nadia.linguard@shunsley.eril.net