



## CONFERENCE/SEMINAR BOOKING FORM

Booked in the name(s) of: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Please state name of contact who will be attending the meeting: \_\_\_\_\_

Tel (Work): \_\_\_\_\_ Tel (Home): \_\_\_\_\_

Number of delegates attending: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting Finish time: \_\_\_\_\_

Please state your choice of menu: \_\_\_\_\_

\_\_\_\_\_

### **Times:**

Tea/coffee time of arrival: \_\_\_\_\_

Lunch required: \_\_\_\_\_

Tea/coffee mid-morning: \_\_\_\_\_

Dinner required: \_\_\_\_\_

Tea/coffee afternoon: \_\_\_\_\_

Drinks with lunch: \_\_\_\_\_ (please specify)

Additional Facilities required (please tick):

Seating arrangements (please tick):

Overhead Projector & Screen

Flip Chart

Television and Video (extra cost)

Data Projector & Laptop (extra cost)

Boardroom style

Theatre Style

Open Square

*Please inform us if there are any wheel chair users attending to ensure correct room is allocated*

Cabaret

Classroom

U-Shape

Please enclose a deposit of £100.00 (making cheques payable to Cumberwell Park Golf Club) to confirm your booking and forward this form to:

**Becky Haines, Events Manager, Cumberwell Park Golf Club, Bradford on Avon, Wilts, BA15 2PQ**

NOTE: THE NUMBER GIVEN TO US 48 HOURS BEFORE THE EVENT WILL BE THE NUMBER CHARGED FOR.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_



## Conference Booking Terms and Conditions

Booking Conditions are listed below. Please read and sign below to certify that you have read and understood these terms.

- We are happy to hold a booking on a provisional basis for a maximum of fourteen days unless otherwise agreed. After fourteen days Cumberwell Park reserves the right to release the booking without notice for the benefit of other customers.
- Cumberwell Park requires a written confirmation to secure a booking along with a deposit of £100. Should the customer not pay the required deposit by the due date, the booking will be deemed to have been cancelled by Cumberwell Park.

### **Cancellation Policy:**

The deposit will be returned if a cancellation is made in writing no less than 6 months prior to the event.

6-3 Months: Deposit is Non-refundable

3-1 Months: Deposit is Non-refundable. An additional charge of 25% of the remaining estimated balance will be incurred.

Within 4 weeks: Deposit is Non-refundable. A charge for the remaining 75% of the estimated balance will be incurred.

Please note that deposits are not transferable and are carried over only with permission.

- Cumberwell Park requires confirmation of the number of guests attending the function seven days prior to the event. Reductions in numbers received less than two working days before the event, will be charged regardless of changes.
- All day meetings are booked on the understanding that they will terminate at 5.30pm unless otherwise agreed at time of booking.
- The balance of any charges should be settled on departure or, if agreed, can be invoiced. The company credit terms are seven days from date of invoice. An interest charge will be made on all outstanding balances calculated at 2% above the base-lending rate of the Nat West Bank.
- We regret that it is not the policy of the company to permit guests to supply wines, spirits or food for consumption on the premises.
- We regret that we are unable to accept responsibility for the property of guests.
- We respectfully request that if any damage is caused to the company's property by the customer or his/her guests, they shall pay to Cumberwell Park the amount to make good any such damage.
- Value Added Tax will be charged at the prevailing rate at the time the function takes place.

**Please sign below to confirm your understanding and acceptance of the above terms.**

Company Name:			
Date of Event:			
Print Name:			
Signature:		Date:	