



ROOM BOOKING REQUEST

Please complete and return, advise purchase order number / invoice details to:-

Education Administrator
 Douglas Macmillan Hospice
 Barlaston Road
 Blurton
 Stoke on Trent ST3 3NZ

Tel: 01782 344345
 Fax: 01782 344331
 E-mail: education@dmhospice.org.uk
 Web: www.dmhospice.org.uk

I would like to book the following facilities:

- | | |
|--|--|
| The Wolfson Lecture Theatre 1+2 <input type="checkbox"/> | Lecture Theatre 3 <input type="checkbox"/> |
| The Wolfson Lecture Theatre 1 <input type="checkbox"/> | Seminar Room 1(Seats 8) <input type="checkbox"/> |
| The Wolfson Lecture Theatre 2 <input type="checkbox"/> | Seminar Room 2 (Seats 10) <input type="checkbox"/> |
| Skills Lab <input type="checkbox"/> | I.T Suite (Seats 9) <input type="checkbox"/> |

Title:	Full Name:
Company Name / Organisation:	
Address:	
Postcode:	
Telephone: (Landline)	E-mail:
Telephone: (Mobile)	
Event Name:	Facilitator Details:
	Tel: E-mail:

Purchase Order No: (if applicable)	Date required:	Time From:	Time To:	Number Attending:

Additional equipment required:- (Lecture Rooms 1 & 3 have interactive whiteboard facilities)

- Projector: Flip Chart: One Two Three
- Laptop: Four Five

PLEASE NOTE THAT EXTERNAL MEMORY STICKS WILL NEED TO BE VIRUS CHECKED WITH THE EDUCATION DEPARTMENT PRIOR TO THEIR INTRODUCTION INTO THE SYSTEM.

Advise room style requirements:-

- Lecture (chairs facing the front)
- Horseshoe (tables & chairs)
- Circular (chairs)
- Semi-circle (chairs)
- Cabaret (groups of tables/chairs)
- Board room (tables in centre with chairs around)
- Other (please explain) _____

Charges

Full Day 9am to 4.30pm / Half Day AM 9.00am to 12.30pm / Half Day PM 1pm to 4.30pm

	<u>Full Day</u>	<u>Half Day</u>
Lecture Room 1, 2 or 3	£200.00	£150.00
Seminar Room 1 or 2	£80.00	£50.00
Skills Lab	£100.00	£70.00
I.T. Suite	£100.00	£70.00

HOSPITALITY REQUIREMENTS

Price per head

- Menu A - £10.50 Menu B - £12.60
- Healthy Options Menu (**min10**) - £10.00 Sandwich List - £1.90
- Sandwiches/Fruit - £4.70 Tea/coffee & biscuits - £1.70
- Fruit Juice per Jug - £2.80 Tea/coffee & fruit platter - £1.40
- Bottled Water (**still**) - £2.20 Filtered Water - £2.20 per Jug
- Bottled Water (**sparkling**) - £2.50
- Quantity Required (Fruit Juice) (Bottled Water - **still**) (Filtered Water)
- (Bottled Water - **sparkling**)

A timetable will be required to assist kitchen staff with catering

- Number for catering
- Tea/coffee (biscuits or fruit) (delete as applicable) on arrival Time required.....
- Morning tea/coffee (biscuits or fruit) Time required.....
- Lunch Time required.....
- Tea/Coffee served with lunch Yes / No (delete as applicable)
- Afternoon tea/coffee (biscuits or fruit) (delete as applicable) Time required.....

Please advise any special dietary requirements:.....

Conditions of booking

- The Education Centre is open between 9.00am and 4.30pm Monday to Friday. Out of hours may be arranged by prior agreement and will be subject to a premium rate.
- Prices charged are for the room hire and hospitality. We do not provide a host service for the welcoming/signing in of delegates / attendees.
- Full day period: 0900 – 1630 hours. Half day hire periods: 0900 – 12.30 hours or 1300 – 1630 hours. Full day hire costs apply if booking requirement overlaps two periods.
- The facilities available are only those hired on the day. The use of other rooms / the foyer etc for break out meetings is not allowed.
- External memory sticks/ flash drives need to be virus checked with the education department administrator prior to their insertion into the USB port of the equipment.
- We cannot guarantee that external laptop software will be compatible with our systems.
- Please inform the education administrator if you are encountering problems with the equipment, do not attempt to remedy it by re-booting or switching off.
- Photocopying is charged at 10p per sheet.
- The use of blue tack / sellotape / drawing pins on the walls is not allowed. Any costs associated with the repair / redecoration will be charged to the organisation hiring the facilities.
- Cancellation – 50% of the cost of the room hire will be charged if notification of cancellation is received less than 21 days prior to the event. Full cost of room hire will be charged if notification of cancellation is received less than 7 days prior to the event. Full cost of room hire and refreshments will be charged if notification of cancellation is received less than 3 days prior to the event.

By booking the facilities, I agree to be bound by the conditions of booking.

Signed: _____ Date: _____

Print Name: _____ Position: _____