

The Green Rooms

Booking Form : The Barn



Lancashire,
Manchester &
N Merseyside

Your Details

Company Name: _____

Telephone: _____

Contact Name: _____

Fax: _____

Address: _____

Email: _____

Order No: _____

Postcode: _____

If you have not used The Green Rooms before where did you hear about us? _____

Conference Details

Date: _____

Start time: _____

End time: _____

No of delegates: _____

++ Catering

Buffet lunch £7.25 per head (ex VAT)

Tea & coffee £3 per head per day
Unlimited.
(including biscuits)

Water (free)

Special requirements: _____

Room required:

Eco Room

Board Room

Equipment

Half day £95

Half day £60

Laptop Computer £12 (ex VAT)

Full Day £125

Full Day £95

Projector £12 (ex VAT)

Flipchart £8 (ex VAT)

Eco Room Layout: _____

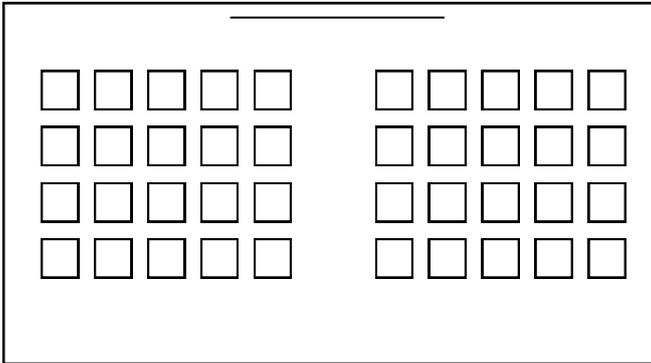
Conference phone £5 (ex VAT)

Wireless internet access FREE

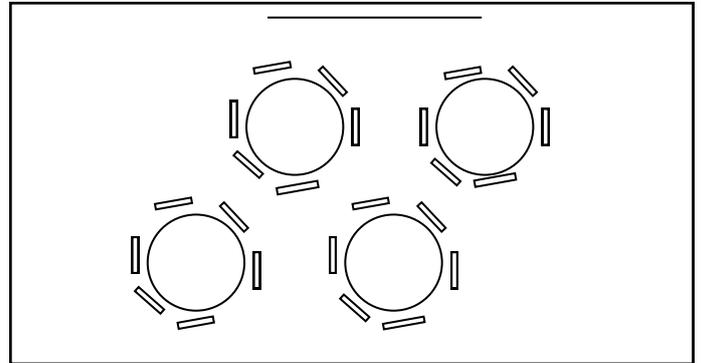
Car parking is charged at £2.20 per car per day in the Cuerden Valley car park, on Berkeley Drive, very close to The Barn. Tickets obtained at machine in car park.

Please complete the form and email back to rgill@lancswt.org.uk or post to: The Barn, Berkeley Drive, Bamber Bridge, Preston, PR5 6BY. If you require further information regarding our conference rooms or services please call Rebecca Gill on 01772 324129.

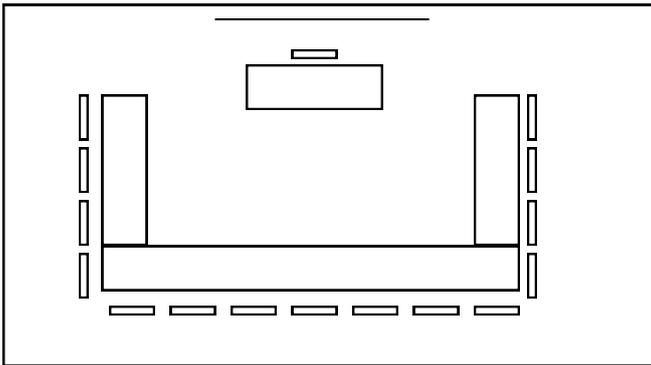
Eco Room Layout Options:



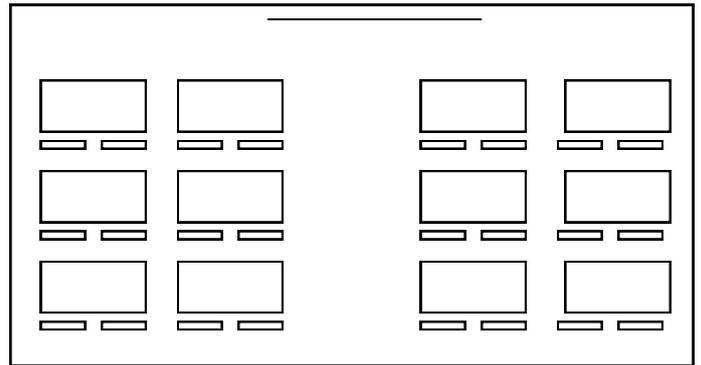
Theatre Style - Up to 40 people



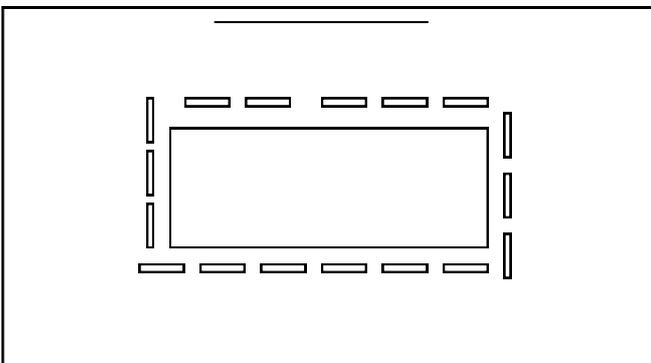
Cabaret style— Up to 25 people



Horseshoe style— Up to 25



Classroom style—up to 30 people



Boardroom— Up to
16 people.

Please indicate on the booking form which room format you require for the Eco Room.

The Boardroom is set in a Boardroom style, with a fixed table in the middle of the room.

Terms and Conditions

1. Bookings

All bookings are accepted as 'provisional' until the booking form is signed in person. All rooms will be set-up in accordance with agreed room layouts on the booking form.

No changes can be made on the day.

2. Cancellation by you

In the unfortunate event of having to cancel your booking the following charges will incur:

14 days notice—15% cancellation fee

3 days notice—100% cancellation fee

3. Cancellation by us

The management reserves the right to cancel any bookings due to:

- a) Non - confirmation of bookings by return of a signed booking form.
- b) For reasons beyond the managements control: in these circumstances and where monies have been paid in advance, a full refund will be given.

4. Invoices

Unless otherwise instructed by yourself an invoice will be raised immediately after the event, this should be paid within 30 days of receipt. Payment by credit card available on day of purchase.

5. Personal Belongings

The Barn management, staff and their agents take no responsibility for personal possessions brought in or left on the premises.