



BOOKING FORM

If you are interested in booking any of our facilities please complete and return this Booking Form. (You may wish to photocopy it prior to filling it out). Should you have any queries please call us direct on 01246 204884 or via our website. You can also fax this form to us on 01246 221332.

Booking Contact Name

Trainer's Name

Contact Number(if different)

Company Name

Invoice Address

.....

Title of Course

Date(s) Required

Start/Finish Timesam/pm toam/pm Estimated No Of Participants

Room Required Scarsdale Hall Wood Suite Owlcotes Room

Equipment Required

OHP/s	<input type="checkbox"/>	Flip charts/Pens	<input type="checkbox"/>	TV/Video/DVD	<input type="checkbox"/>
Flip charts/Pens	<input type="checkbox"/>	PA System	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>

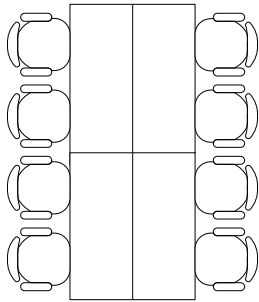
Room Layout (Please tick the box of the layout you would like or specify any other layout)

Top Table (for how many?) Theatre Style Café Style

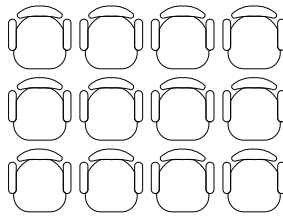
Board Room (around tables) U Shape of Chairs U Shape of Tables

Room Layout Examples:

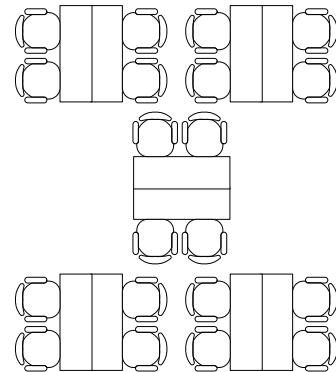
BOARD ROOM



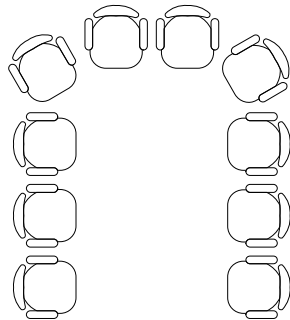
THEATRE STYLE



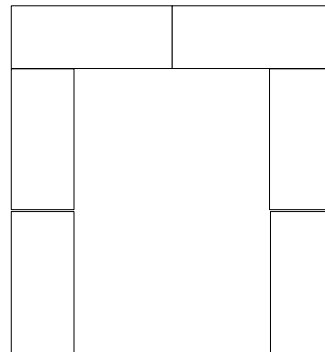
CAFÉ STYLE



U-SHAPE OF CHAIRS



U-SHAPE OF TABLES



Other (please specify):

Only food and drink purchased at the Centre may be consumed on the premises, unless by prior arrangement, where a surcharge of £25 will then be made.

CATERING: No Catering required **OR**

Arkwright Centre to arrange.....

Menu A
(for 10+ persons)

£7.85 (inc VAT)
Inc 3 lots of Teas/
Coffees (on arrival,
mid am and pm)

Buffet Lunch -
2 lots of sandwiches
plus 1 lot of tortilla
wraps

Either: quiche or
sausage rolls or pizza

Salad Bowl
Crisps
Assorted Cakes
Assorted Fruit

Menu B
(for 10+ persons)

£7.85 (inc VAT)
Inc 3 lots of Teas/
Coffees (on arrival,
mid am and pm)

Jacket Potato with 2
fillings of your choice -
either cheese or beans
or coleslaw

1 lot of sandwiches
Salad Bowl
Crisps
Assorted Cakes
Assorted Fruit

Menu C
(for 10+ persons)

£9.90 (inc VAT)
Inc 3 lots of Teas/
Coffees (on arrival,
mid am and pm)

Buffet Lunch -
3 lots of sandwiches &
1 lot of tortilla wraps

Either: quiche and
sausage rolls or pizza
& pork pie

Pasta salad bowl
Salad Bowl
Crisps
Assorted Cakes
Assorted Fruit
Orange Juice

Menu D
(for 10+ persons)

£9.90 (inc VAT)
Inc 3 lots of Teas/
Coffees (on arrival, mid
am and pm)

Jacket Potatoes with 3
fillings cheese, beans
and coleslaw, plus 1 lot
of tortilla wraps

Either: quiche or
sausage rolls or pizza

Pasta salad bowl
Salad Bowl
Crisps
Assorted Cakes
Assorted Fruit
Orange Juice

*For lunch bookings under 10 persons the following will be served: Jacket potato with 3 fillings: cheese, beans and coleslaw, cake and fruit - **£4.50 a head**

**PLEASE NOTE THAT SPECIAL DIETS CAN BE CATERED FOR.
ONE WEEK'S NOTICE OF THIS SHOULD BE GIVEN BEFORE THE EVENT**

TEA/COFFEE (please write in the times you require teas/coffees – 3 lots for A & B, 4 for C & D)

On Arrival: Mid Morning: Mid Afternoon:Extra:

LUNCH - Time required:

Signature:

Please print name:

Date: