

LEA GREEN CENTRE : CONFERENCE / MEETING BOOKING FORM

Title of Meeting / Conference					
Name of Organiser					
Address				Invoice Address If different	
Daytime Telephone No					
Fax No					
Date requested					
Alternative date					
Arrival time		Start time of meeting		Departure time	
*Please note that the room/s may not be available before your stated arrival time.					
No of delegates				No of rooms required	
Drinks required (please state time)	Arrival		Lunch required (please tick)		Buffet
	Morning				Hot Meal
	Afternoon		Preferred time for lunch		
Any other information (eg wheelchair access, special dietary needs* etc)					
* We can cater for the majority of special diets with a minimum of 7 days notice					
Please note that where lunch has been booked, cancellations giving less than 7 days notice will incur a charge of £5.00 per head. Otherwise cancellations of less than 7 days notice will be invoiced for 50%, and 24 hours or less 100%, of the total cost of all facilities booked.					
Layout of room(s) eg classroom, horseshoe, boardroom etc					
Additional facilities required eg flip chart, TV/video, OHP etc					
Signature				Date	
Please return this form to: Lea Green Centre, Lea, Matlock, Derbyshire, DE4 5GJ Tel: 01629 534561 Fax: 01629 534071					
FOR OFFICE USE ONLY:					
Date offered			Rooms allocated		
No of delegates			Drinks / lunch		
Provisional costing:			cc SP		confirm letter
			centre use sheet		Excel