



GHS Enterprise Ltd Booking Confirmation Form

Purchase Order No: _____

To avoid delay in booking confirmation **please complete all details** on form

Contact Details

Contact Person: _____

Name of Organisation: _____

Invoice Address: _____

Telephone: _____ Fax: _____

Event Date: _____ Time: From: _____ To: _____

Total No. of delegates: _____

Name of meeting: _____

Room booked: **CLASSROOM 1: £80** **CONFERENCE 1: £120** **ANNEXE: £190**
 CLASSROOM 2: £80 **CONFERENCE 2: £120** **MAIN HALL: £450**

Room Layout: **Cabaret / Theatre / Boardroom / Semi-circle / U shape / Classroom**

Equipment Requirements: PowerPoint Projector / Laptop / TV & Video / DVD Player
Screen / P.A System / OHP (Plastic slides) / Flipchart
(PowerPoint Projector /Laptop hire charge at **£50.00** each or together at £75)

Any other requirements: _____

Catering Details *Please see menu form for full details of our menu selection*

Lunch: **Hot Buffet £8.00 Per head / Cold Buffet £4.00 Per head / NO LUNCH**

Lunch required at: **12.30pm / 1.00pm**

No.of people for Lunch (minimum 10): _____ Extra items ordered: _____

Beverage Requirement: **Tea & Coffee £1.00 Per head / NO BEVERAGES**

No. of people beverages required for: _____ No. of times: _____

Disabled access requirements (Lift available): _____

Authorised Signature: _____ Date: _____

PLEASE NOTE: 50% of room fee will be charged if event booking is cancelled **within a week's notice** and **full charge of room fee and lunch fee if ordered** if a cancellation is made on the day of the event

Contact: Abhinandana, Centre Manager

Please return this form to: GHS Enterprise Ltd, South Meadow Lane, Preston, PR1 8JN

Tel: 01772 253912 Fax: 01772 827403 Email: ghsenterprise@hotmail.com www.ghsenterprise.co.uk