

FINAL CONFERENCE DETAILS



To help us ensure your conference runs smoothly please complete this form, as fully as possible, and return it to us with a programme by _____. Our sole aim in providing this form is to help the flow of information from you and we apologise if it is a little impersonal. We look forward to seeing you soon.

Organisation _____ Arrival _____ on _____
Departure _____ on _____

Please note that your programme should not commence before the arrival meal/refreshment, or end after the departure meal / refreshment contracted above.

1. FULL TIMES RESIDENTS (please do not include any part time delegates or day visitors in these numbers)

Main House En-Suite Adults _____ Children 10-13 _____ 6-9 _____ 3-5 _____ Babies _____
Main House Standard Adults _____ Children 10-13 _____ 6-9 _____ 3-5 _____ Babies _____
Alan Booth Adults _____ Children 10-13 _____ 6-9 _____ 3-5 _____ Babies _____
Lakeside Adults _____ Children 10-13 _____ 6-9 _____ 3-5 _____ Babies _____

The above numbers, together with the minimum guarantee numbers already contracted to, will be used in the process of calculating your invoice.

2. PART TIME RESIDENTS IN ADDITION TO FULL TIME RESIDENTS

Arrival Meal and date Departure Meal and date Main Centre, Alan Booth or Lakeside inc room number

3. DAY VISITORS - please indicate how many visitors each day, the date of their visit and their refreshments / meal requirements:

No.	Date	Start Meal / Refreshment ie Morning Coffee	Finish Meal / Refreshment ie Evening Meal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. ADVANCE PARTY - If you are intending to arrive early or a group is to set up and organise, please indicate:

Number _____ Meals required _____
Bedrooms allocated (give bedroom numbers) if arriving previous evening: (to be agreed by Conference Centre Management)
Main House _____
Alan Booth _____
Lakeside _____

5. BEDROOMS - Please let us know of any bedrooms that you have been allocated, that you are not using:

Main House _____
Alan Booth _____
Lakeside _____

Please inform us of any rooms that will be double / twin occupancy so we can put two towels in them.

Please let us have your bedroom number (in case of an overnight emergency): _____

Please indicate the number of cots and camp beds you require and which room you would like them in:

Main House Cots _____ Room Nos _____ Camp Beds _____ Room Nos _____
Alan Booth Cots _____ Room Nos _____ Camp Beds _____ Room Nos _____
Lakeside Cots _____ Room Nos _____ Camp Beds _____ Room Nos _____

6. RECEPTION

Please indicate which reception area you intend using:

Main House Yes / No
Lakeside Yes / No

7. MEALTIMES

Please complete the table below showing **TIMES FOR MEALS THROUGHOUT THE DURATION OF YOUR STAY**

Please note: Our normal refreshment times are:

Breakfast 8.30am Coffee 10.45am Lunch 12.45pm Tea 3.45 Evening Meal 6.45pm.

Meals will not be available after 8.30pm. Variations in normal mealtimes **must be agreed with Centre Management.**

DAY	BREAKFAST (am)	MORNING COFFEE (am)	LUNCH (pm)	AFTERNOON TEA (pm)	EVENING MEAL (pm)

Meal numbers are not required if you have a lot of day visitors / part time delegates and wish to send us a breakdown for each meal please do so on a separate sheet.

8. SPECIAL DIETS - TO ENSURE ADEQUATE PROVISION IT IS NECESSARY TO SUPPLY A LIST OF NAMES OF THOSE PEOPLE REQUIRING VEGETARIAN / VEGAN / SPECIAL DIET MEALS.

Please provide this information on the enclosed special diets sheet.

9. AUDIO VISUAL EQUIPMENT

If you would like any of the following please state how many and where you would like them:

ITEM	NOS	LOCATIONS
1) Data Projector	_____	1 _____ 2 _____ 3 _____
2) Video & TV	_____	1 _____ 2 _____ 3 _____
3) Flipchart Stand	_____	1 _____ 2 _____ 3 _____
Please indicate if you will need flipchart pads/pens at extra charge:		£5.00 pad _____ £1.00 pen _____
4) Overhead Projector	_____	1 _____ 2 _____ 3 _____
5) Screen	_____	1 _____ 2 _____ 3 _____

10. COMMUNION REQUIREMENTS

Day/Time required _____

Glasses (100 max)	_____	Bread Rolls	_____	Baskets	_____
Chalices	_____	U/F wine	_____	Wafers	_____
Pattens	_____	Wine	_____		

11. SPORTS HALL

Do you require use of the sports hall?	Yes _____	No _____
When is your requirement for?	Date _____	Session _____
What is your requirement for?	Five a Side YES NO	
	Badminton YES NO	
	Basketball YES NO	
	Other use _____	

12. NEWSPAPERS

Please state your daily order (must be 5 or more papers in total). You may prefer to use a separate sheet if the order is large.

13. THE BAR

The conference centre bar can be opened half an hour before lunch and Evening Meal and from 9.30pm to 11.00pm.

Please indicate if you would like the bar open and at what times		OPEN YES / NO	
Pre lunch	YES / NO	Pre Evening Meal	YES / NO
Evening Bar from 9.30pm		YES / NO	
Other times (to be Agreed) _____			

If the bar is open and your conference has anyone under 18 we will need to be able to identify them, please give us a ring so we can discuss the best way of doing this.

14. OTHER INFORMATION

Please let us know about anything else you may require that we have not covered above e.g. special requests for late meals / sandwiches for late night arrivals, Post Party, Coach bookings, Flower orders, Wine receptions etc even if we have already agreed them (just remind us). Also confirm any item "you have always had over the years" e.g. late drinks etc so that they are not missed. (Please use a separate sheet for these details).

