

ROOM REQUIREMENTS FORM

Please complete this form and return by

Conference:

Dates:

Reception area to be used to welcome your delegates: Main House Lakeside

Meeting Room Requirements

Main Meeting Room to hold persons
(e.g. total numbers in conference group)

Would you like to use **The Derbyshire Hall** YES / NO (extra charge applicable)

Would you like to use **The Chapel** YES / NO When.....

Number of **Extra Group Rooms:**

Extra Group Rooms to hold: persons

Do you require the use of the **Sports Hall** YES / NO (extra charge applicable)

Five – a – side football YES / NO Date/s required

Badminton YES / NO Session times

Basketball YES / NO

Please state how you wish to use the hall if different from the above

Bedroom Requirements

Your conference booking consists of:

..... people in The Main House. bedrooms in The Alan Booth Centre. bedrooms in Lakeside.

Please complete the appropriate fields below to enable us to meet your specific needs.

Main House Standard Rooms (42 rooms in total).

Family Rooms x 3 persons (max 2) x 4 persons (max 1)

Twin Rooms (max 26) Single Rooms (max 13)

There are no rooms in the Main House which are truly on the ground floor; the lower quad is the most accessible area in the Main House. (Please include the following in the numbers above as well)

Lower Quad (Non en-suite) Rooms Single (max 9) Twin (max 3).....

Main House En-Suite Rooms (33 rooms in total).

Family Rooms x 3 persons (max 2)..... x 4 persons (max 11)..... x 5 persons (max 3)

Single (max 6)..... Twin (max 1)..... Double (max 10)..... (rate B or C as on booking form)

Alan Booth Centre (All En-suite Rooms)

Rooms with ground level access

Rooms with wheelchair access

(Please note max of 2, en-suite is shower over bath)

Family Rooms x 3 persons

x 4 persons

Lakeside (All En-suite Rooms)

Rooms with ground level access

Rooms with wheelchair access

(Please note max of 9, en-suite is walk in shower)

Family Rooms (1double + 1 single)

PLEASE NOTE: When the Centre is in use by several groups both the meeting rooms and bedrooms are allocated equitably, we endeavour to meet specific requirements where possible.

Please make any additional notes to this form if appropriate.