

**COPLEY HILL MEETING ROOMS
BOOKING FORM**

Thank you for your enquiry. Please complete, sign and return this form **21 days prior to the event date** to coffeebarn@copleyhill.co.uk. You are deemed to have accepted our terms and conditions (as attached) by the completion and signing of this booking form.

Event name & date	
Organiser's name	
Email address	
Contact telephone number	
Company name and address inc. postcode	
Billing department/Purchase Order (if relevant)	
Numbers attending	
Arrival time	
Departure time	
Catering requirements (include break and lunch timings, if relevant)	
Dietary Requirements	
Room(s) required	
Room layout	
Equipment required	
Disabled facilities (please detail requirements)	
Parking	Yes/No Vehicle numbers expected: All vehicles to use designated parking bays
Other Information	

Signed:

Date:

Name:
(Please print)