

Your Contact Details:

Enquiry/Booking Ref No:

Company Name :
 Contact Name :
 Job Title :
 Company Address :

 Postcode :
 Tel Nr :
 Fax Nr :
 Mobile Nr :
 Email Address :
 Type of Business :

Event Details

Date of Event :
 Description of Event :

 Nr of Delegates :

Rooms Required

Required	Room	Start Time	Finish Time
£	The Amber Room (Meeting/Conference Room)		
£	The Jasmine Room (Breakout/Syndicate Room)		
£	Garden (weather permitting)		
£	Patio area (weather permitting)		

The Amber Room Layout Required: £ Boardroom Style Layout
 £ Theatre Style Layout
 £ 'U' Shape Chairs Layout

Special Instructions (please use separate sheet if preferred)

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Room Hire & Facilities Fees

Enquiry/Booking Ref No:

Please Tick	Facility Required	Qty	Fee	Total
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Rooms / Facility:

£	The Amber Room (Full Day)	£	90.00	
£	The Amber Room (Session – 4 hours or less)	£	55.00	
£	The Jasmine Room (Full Day)	£	50.00	
£	The Jasmine Room (Session – 4 hours or less)	£	30.00	
£	The Jasmine Room (Hour)	£	10.00	
£	Garden (with room hire)	£	F.O.C	
£	Patio Area (with room hire)	£	F.O.C	
£	Garden & Patio Area (exclusive use)	£	P.O.A	

Refreshments: (per person unless otherwise stated)

£	Tea or Coffee	£	1.40	
£	Orange Juice	£	1.40	
£	Cordials	£	0.60	
£	Bottled Mineral Water (1 litre)	£	2.00	
£	Biscuits	£	0.45	
£	Fruit Selection Basket	£	1.00	
£	Bacon or Sausage or Mushroom Breakfast Baps	£	2.50	
£	Filled Sandwiches & Crisps	£	2.50	
£	Finger Buffet 'A'	£	6.95	
£	Finger Buffet 'B'	£	7.95	
£	Dessert Menu (with Buffet 'A' or 'B')	£	1.75	
£	Plated Buffet 'A'	£	12.95	
£	Plated Buffet 'B'	£	15.50	

Equipment Hire:

£	Overhead Projector	£	10.00	
£	Screen	£	10.00	
£	Flipchart & Pens	£	15.00	
£	Television & Video	£	20.00	
£	High Speed Internet Access	£	F.O.C	
£	Laptop	£	P.O.A	
£	Other (please specify)	£		
£	Other (please specify)	£		

Estimated Total:	£
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Please note: The estimated total is inclusive of VAT. Additional items required on the day will be charged at the above rate and included within the final invoice.

Enquiry/Booking Ref No:

Terms & Conditions of Service

General:

1. The booking will only be confirmed upon receipt of this form
2. Final numbers for the event will be required no later than 10 working days prior to the booked event.
3. If final numbers are issued to us any later than 7 days prior to the event, we will cater for the amount stated at the original time of booking; this will be charged for accordingly.
4. No part of this agreement shall confer nor be intended to confer a benefit on any third party for the purposes of the Contracts (Rights of Third Parties) Act 1999 or any other purpose.
5. Excusable Events: ADMAR will not be liable to the Client for any breach of these terms and conditions or failure on ADMAR's part to perform any obligation as a result of technical problems (e.g. mechanical failure) relating to the services, Acts of God, governmental control, restrictions or prohibitions or any other government act or omission whether local or national, act or default of any supplier agent or subcontractor, industrial dispute of any kind or any other similar or dissimilar cause beyond ADMAR's control.
6. Entire Agreement: The terms and conditions within this document constitute the entire agreement between ADMAR and the client, and supersedes all previous correspondence and agreements.

Payment:

7. Unless a credit account is in place, payment will be required at the end of the event and before the organisers leave the building – payments payable to ADMAR Support Services Limited.
8. A Credit facility will only be made available for corporate entities, government departments and official organisations. Invoice accounts will be issued subject to credit control.
9. Payment is payable strictly within 30 days. In the event that payment is not received within our terms, ADMAR reserves the right to cancel any forthcoming bookings, until outstanding payments are received; this may result in the venue being hired out to a different party.

Cancellations:

10. Cancellation of bookings will be charged as follows:-

i) over 1 Months notice	: No Charge.
ii) Between 1 Month and 1 Weeks notice	: 50% of original TOTAL fee
iii) Less than 48 hours	: 100% of original TOTAL fee

Please note, in the event that we are able to book out the venue on the day of the cancelled event, we shall, at the sole discretion of the Directors attempt to offset all, or part of the cancellation fee.

I confirm that I have the authority to make this booking and that I have read and fully understand the Terms & Conditions above.

For:	For ADMAR Support Services Ltd
Signature:	Signature:
Print Name:	Print Name:
Job Description:	Job Description:
Date:	Date:
PO No/Ref:	