

Conference Request Form & Rates 2008



Day Delegate rates are inclusive of Tea, Coffee & Biscuits, Pastries, Mineral Water, also complimentary use of Flip Charts & Projector Screen

With the Buffet Style Lunch the cost is £45 per delegate

With our 2 course Grange Luncheon Menu the cost is £50 per delegate

With our 3 course Grange Luncheon Menu the cost is £55 per delegate

24 Hour Daily delegate rate of £140.00 excludes Dinner

24 Hour Daily delegate rate of £185.00 inclusive of 4 course Dinner Menu

24 Hour Daily delegate rate of £199.00 inclusive of 7 Course A La Carte Menu

Room Layouts

Packwood (11m X 8.3m)

Theatre	80
Boardroom	40
Lunch/Dinner	95
Sprigs	60
Cocktail	150

Earlswood (9m X 4.3m)

Theatre	35
Boardroom	18
Lunch/Dinner	20

Hopwood (6.3m X 4m)

Theatre	16
Boardroom	10
Lunch/Dinner	14

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Date Of Conference:

Room Allocated:

Booking status: Provisional Definate

Contact name on Conference day:

Contact name for Booking:

Contact Address:

Contact Details:

Telephone: Fax:

Email Address:

Start date and time: End date and time:

Number of deligates expected:

Catering facilities required:

Arrival Coffee/Tea Time:

Mid morning Coffee/Tea & biscuits Time:

Afternoon Coffee/Tea & Biscuits Time:

If you require lunch and/ or dinner,
please give the time(s) you require them served:

What room layout and conference equipment do you require?:

- | | | | |
|--------------------------------------|--------------------------|------------------|--------------------------|
| Flip Chart | <input type="checkbox"/> | TV/Video | <input type="checkbox"/> |
| OHP | <input type="checkbox"/> | Data Projector | <input type="checkbox"/> |
| Laptop | <input type="checkbox"/> | Projector Screen | <input type="checkbox"/> |
| Interactive Whiteboard | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Wireless Internat access £10 Per day | <input type="checkbox"/> | | |

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How will the Account be settled?:

Do you require wheelchair access ramp?: Yes No

TOTAL CHARGE (OFFICIAL USE ONLY) Rate £

Do you require overnight accomadation?: Yes No If yes please complete:

Number of night:

Dates required:

Number of rooms:

If you require other arrangements please state:

If you know the names of deligates requiring accommodation please state:

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.....

How will the account be settled Individual delegate Upon departure?:

Billing Name and Address if different from contact address:

Comments or questions:

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Terms & Conditions

Accounts must be settled on departure or within 30 days of receipt of invoice. If settlement is not recieved within 30 days penalty charges will be applied.

A reservation constitutes a contract between the company named above and Nuthurst Grange Hotel
Cancellation of any definite reservation contracted in writing. by fax, email or verbally will be charged for unless 28 days notice is given. Between 7 and 28 days a 50% charge will be made. Less than 7 days notice will attract a 75% charge unless the hotel is able to relet the booking Early check in can be arranged, subject to room availability.

I understand and agree to the above Terms and Conditions

Signed: Date: