

## Day Conference Booking Form

Room(s) required: \_\_\_\_\_

Name of group: \_\_\_\_\_

Event name: \_\_\_\_\_

Group contact: \_\_\_\_\_

Invoice address: \_\_\_\_\_

Post code: \_\_\_\_\_

Tel no(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Purchase order no: \_\_\_\_\_

Date(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Time(s): From: \_\_\_\_\_ To: \_\_\_\_\_

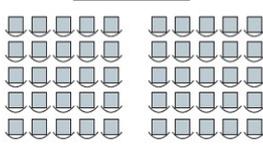
No of delegates: \_\_\_\_\_

Catering required:

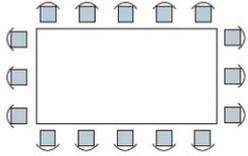
	Tea/coffee	Tea/coffee	Lunch	Tea/coffee	Tea/coffee
Time required:					
Any specific catering requirements:					
Equipment required:	Whiteboard <input type="checkbox"/>	Flipchart <input type="checkbox"/>		Projector <input type="checkbox"/>	

Room layout required:

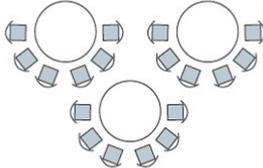
Theatre Style



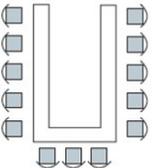
Boardroom Style



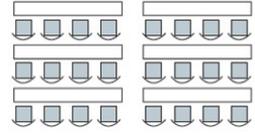
Cabaret Style



U-shaped Style



Classroom Style



I have read, understood and agree to be bound by the terms and conditions overleaf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Hebron Hall Booking Terms and Conditions

Thank you for booking your day conference at Hebron Hall. The booking office is open from 8:30am to 4:30pm, Monday-Friday for enquiries and assistance.

Telephone: 029 2051 5665  
E-mail: [bookings@hebronhall.org](mailto:bookings@hebronhall.org)

**Provisional bookings** may be made by telephone or e-mail initially but must be confirmed in writing using the form overleaf within two weeks of the provisional booking. If no booking form and deposit have been received after this time, we reserve the right to offer those dates to others.

**Full Conference Facilities** are automatically provided when bookings include coffees/teas with biscuits and lunch. There is no additional charge for this service which includes setting up the room in the requested layout and water and glasses on tables.

Groups booking on our **Room Hire Only** tariff are required to set up the room and to return all furniture etc to its original location on departure. There is a £25 surcharge if we are required to restore the room to its original condition after use.

Whiteboards (with pens but without paper), Flipcharts (with pens and paper) and Projectors can be hired at an additional charge.

**WiFi internet** connection is available free of charge throughout the building, subject to reasonable usage terms and conditions. If you require this as part of your conference, please advise us when making your reservation.

**Kitchen hire** includes the provision of crockery, cutlery, tea towels and cleaning materials. All crockery, cutlery etc should be washed, dried and returned to its original location. There is a £25 surcharge if we are required to restore the kitchen to its original condition after use.

**Car parking** is available in the large designated car park to the rear of the main building. In order to allow emergency access, no parking is allowed in front of the Main Building or on driveways.

**Cancellations** must be advised in writing. Bookings cancelled more than two weeks before the event will be charged at 50% of the room hire charge. Bookings cancelled less than two weeks before the event will be charged in full.