

CONFERENCE ROOM BOOKING FORM



PORTSMOUTH, PO3 5PB
Tel: 023 9222 7414
023 9222 7111 (evenings)
VAT No GB 108576851

Web: www.broadoaksocialclub.net
E-mail Manager@broadoaksocialclub

Oak Suite _____ (seats 80) Acorn Suite _____ (seats 40)

Date: _____

Time: From: _____ To: _____ Total Hours _____

(Suite Hire Costs per Hour : Oak £25:00 / Acorn £20:00 + VAT @ 20%)

Projector/Screen required? YES/NO

Contact: _____

Address: _____

Phone Number _____ E-Mail _____

Number Attending: _____ Customer Charge Number _____

Customer Purchase Order Number _____

Food Requirements:

Tea/Coffee on arrival YES/NO Price per head £ _____ (+VAT)

Soft Drinks YES/NO Price per head £ _____ (+VAT)

Buffet YES/NO Price per head £ _____ (+VAT)

Bar Drinks YES/NO (cost as till print out) £ _____ (VAT incl)

Signed: (Manager) _____ Date: _____

ITEM	Cost £	VAT @20% £	Total £
Hall Hire Oak / Acorn (delete as appropriate)			
Tea / Coffee			
Soft Drinks			
Bar Drinks			
Buffet			
Total Cost £			

Please note: There is a cancellation fee required should adequate time not be given for cancelled meetings.

Please return this booking form, for the attention of Sharon Picket, Club Manager, to the above address, or email by return. Thank you.