

Off site business meeting

some details about what you need

Company:

Contact:

Email:

Telephone

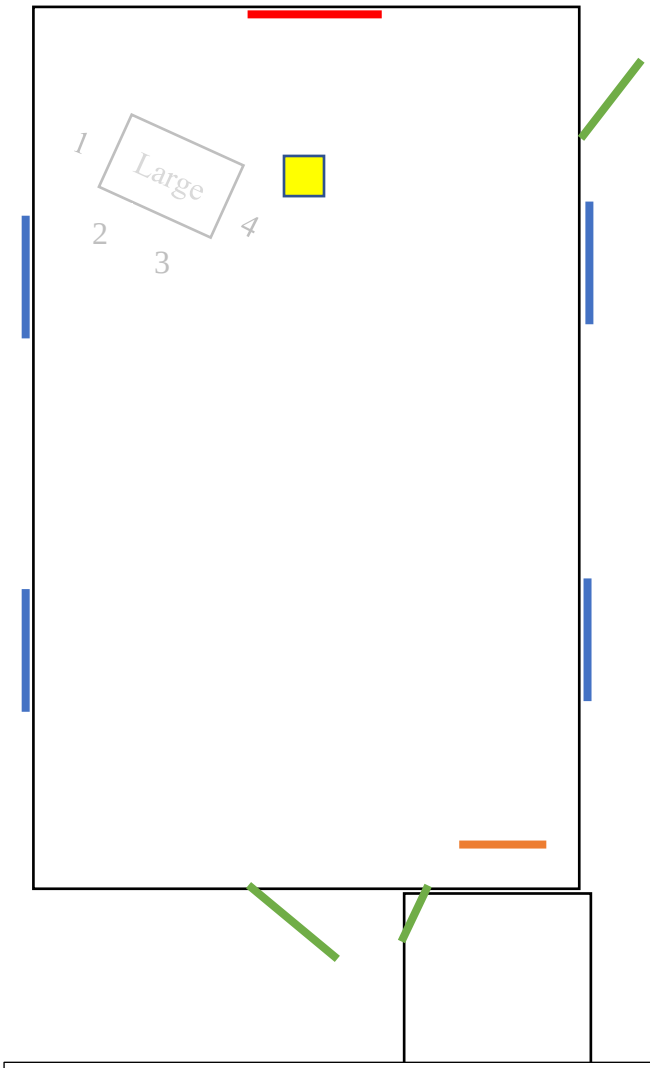
Date required:

Morning, afternoon or evening (circle appropriately)

Number attending:

Anything you would like to add about your meeting:

Room layout required:



Toilet
Another by main door downstairs

Doors
Screen
Hatch
Window
Projector

Tables:

Large	1.52mtrs x 0 .69 mtrs
Medium	1.22 mtrs x 0.69 mtrs
Small	0.76 mtrs x 0.76 mtrs

Large x 15
Medium x 4
Small x 6

Chairs:

Chairs x 75

Folding chairs x 41

Illustrate, as shown, where in the Hall you would like tables and chairs positioned.

The Hall is reached up three small flights of stairs although a side entrance allow access with two ramps if needed.

The Hall is fully insured.

Maximum Occupancy Figures:

Theatre style close seating 160, Dancing 118
Seated at tables 80
Dancing plus tables 53

Do you require:

Tea/coffee	Yes/No	
If yes	Morning/Afternoon/Evening	
Lunch	Yes/No	
If yes	Sandwiches/buffet/plated	
Number of vegetarians		
Number of vegans		
Soft drinks	Yes/No	
If yes type and number		
Wine	Yes/No	
If yes type and number		
Projector	Yes/No	
Projector stand	Yes/No	
Lecturn	Yes/No	
Flip charts	Yes/No	
If yes number required		
Sticky notes	Yes/No	
If yes how many (400 sheets per cube)		
Pad	Yes/No	
Pencil	Yes/No	
Transport	Yes/No	
Parking	Yes/No	(subject to availability)
If yes, number of cars		

Lunch menu:

Main:

Plain Omelette

Freshly Battered Fish

Jumbo Korker Sausage

Whole Breaded Scampi

Quarter Homemade Burger - Regular

Quarter Homemade Burger - With Cheese

Half Homemade Burger - Regular

Half Homemade Burger - With Cheese

Southern Fried Chicken Strips (5)

Chips:

Chips - Small

Chips - Large

Drinks:

Coca-Cola - 0.33L

Diet Coca-Cola - 0.33L

Fanta 0.33L - Lemon

Fanta 0.33L - Orange

Sprite - 0.33L

Lilt - 0.33L

Dr Pepper - 0.33L

Coke Zero - 0.33L

Water (500ml) - Still

Water (500ml) - Sparkling

Fanta Fruit Twist - 0.33L

Cherry Coke - 0.33L