



Park Hill Training



ROOM HIRE BOOKING FORM

To make a room hire booking, please complete the necessary details and return to us either by post, fax or email to Park Hill Training Ltd. Park Farm, Park Hill Lane, Seagrave, Leicestershire LE12 7NG, fax: 01509 815480 /email: info@parkhilltraining.co.uk

Name of Contact		Date				
Company		Purchase Order no.				
Address		Signature				
		Notes				
					Tel no.	
					Fax no.	
Email						
Room Hire Description	Date	Delegate number and any other details such as room layout	Cost per person if applicable	TOTAL Cost		
Conference Room - seats up to 80 theatre style						
Small Classroom – seats up to 15 theatre style						
PHT5 – seats up to 40 theatre style						
Small Workshop – please enquire for details						
Large Workshop – please enquire for details						
Outside Facilities – please enquire for details						
Lunches required – please enquire for details						
Additional requirements ie Overhead or digital projector, Flip Chart, Internet access.						
Other equipment required						
All prices quoted are nett and subject to VAT @ standard rate				TOTAL		

TERMS & CONDITIONS

Unless otherwise arranged a deposit payment is expected on receipt of a pro-forma invoice which will confirm acceptance by the hirer and Park Hill Training of a room booking. Balance payment is due on receipt of invoice after the event.

The facility will be available from 8.00am to 5.00pm on the day of the event unless otherwise arranged. The hirer will leave the venue as found and any damages to be paid by the hirer at full market price.

Cancellation charges are as follows:

No charge if the room is cancelled by a hirer up to one month before the event date.

50% of the hire fee will be due if the room is cancelled between one month and two weeks before the event date.

The full cost of the event hire to be charged if cancelled less than two weeks before the event date.