



Booking form - Meetings and conferences

Title of meeting/ conference			
Organiser		Leader / trainer (if different)	
Address		Invoice name and address (if different)	
Email address			
Daytime telephone no.		Mobile telephone no.	
Date(s) requested			
Arrival time		Meeting start time	
		Departure time	
<i>Please note that the room may not be available before your stated arrival time.</i>			
No. of delegates		No of rooms required	
Lunch required (please include preferred time)		Drinks required (please include preferred times)	Arrival
			Morning
			Afternoon
We can cater for the majority of special diets with a minimum of seven days notice. Cancellation fees may be incurred if cancelling within seven days – please ask for details.			
Please circle room layout required		Additional facilities required (flipchart, screen, projector, other)	
Please specify if another set up is required		Please indicate layout of the room – from the examples shown :-	
Any other information (e.g. wheelchair access, dietary, medical needs)			
Any portable electrical equipment should be fully P.A.T. compliant.			
Please enter your DCC Cost Centre for internal charging (if applicable)			
Signature		Date	
<p><i>Please return this form to Lea Green Centre within 2 weeks of the date of your enquiry. If we have not received your completed form within this time scale your enquiry details will automatically be removed from our system.</i></p> <p>Lea Green Learning and Development Centre, Main Road, Lea, Matlock, Derbyshire, DE4 5GJ Tel: 01629 534561/ email: leagreen.admin@derbyshire.gov.uk or visit us at www.leagreencentre.com</p>			



FOR OFFICE USE ONLY:					
Dates offered		No of students		No of staff	
Room allocated		CU Sheet		MU Sheet	
Provisional Costings		Confirmation Letter	Post		
			Email		
Invoice No		Date		Amount	

ROOM	ROOM LAYOUT	MAX NO. OF DELEGATES
CONFERENCE	BOARDROOM	22 – 28
	HORSE SHOE	26
	CLASS ROOM	40
	THEATRE	65
	THEATRE (with projector in)	55 – 60
	CABARET	6 X 6 TABLES (36)
	CABARET (with projector in)	6 x 4 TABLES (24)
MEETING	BOARDROOM	16 – 18
	HORSE SHOE	16 - 18
	CLASS ROOM	16 – 18
	THEATRE	30
COTTAGE KITCHEN	2 TABLES WITH CHAIRS ALL AROUND	15
POTTING SHED	BOARD ROOM	16
	CLASS ROOM	20
	THEATRE	30