|  |  |
| --- | --- |
| Title of meeting/ conference |  |
| Organiser |  | Leader/trainer (if different) |  |
| Address |  | Invoice name and address(if different) |  |
| Email address |  |
| Daytime telephone no. |  | Mobiletelephone no. |  |
| Date(s) requested |  |
| Arrival time |  |  | Departure time |  |  |
| *Please note that the room may not be available before your stated arrival time.* |
| 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. |
| Suggested room layout: horseshoe or boardroom  Please specify if another set up is required | Additional facilities required:There is now a wireless 75” TV in each room |
| 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 |  |
| *Please return this form to Lea Green Centre* Lea Green Learning and Development Centre, Main Road, Lea, Matlock, Derbyshire, DE4 5GJ Tel: 01629 534561/ email: leagreen.admin@derbyshire.gov.uk  |

**Meetings and Conferences Booking form**

|  |
| --- |
| FOR OFFICE USE ONLY: |
| Dates offered |  | No of delegates |  | No of staff |  |
| Room allocated |  |  |  |  |  |
| Provisional Costings |  | Confirmation Letter |  |  |
| Email |  |
| Invoice No |  | Date |  | Amount |  |

|  |  |  |
| --- | --- | --- |
| **ROOM** | **ROOM LAYOUT** | **MAX NO. OF DELEGATES** |
| CONFERENCE | BOARDROOM | 20 |
|  | HORSE SHOE | 20 |
|  | CLASS ROOM | 40 |
|  | THEATRE (Chairs only) | 40 |
|  | CABARET | 20 |
|  |  |  |
| MEETING | BOARDROOM | 15 |
|  | HORSE SHOE | 15 |
|  | CLASS ROOM | 16 |
|  | THEATRE (Chairs Only) | 16 |
|  | CABARET | 16 |
|  |  |  |
| COTTAGE KITCHEN | 2 TABLES WITH CHAIRS ALL AROUND | 15 |
| POTTING SHED | 1 LARGE TABLE WITH CHAIRS ALL AROUND | 20 |
|  | CLASS ROOM | 20 |