



signingtree ROOM BOOKING FORM

Signing Tree Conference Centre, Ladywood Road, Birmingham, B16 8SZ Tel: 0121 246 6100 www.signingtree.org.uk

Today's date: _____

Contact person/name: _____	Organisation: _____
Address (for invoice purposes): _____ _____ _____	Date of event: _____ Start time: _____ Finish time: _____ No. of people: _____
Postcode: _____ Tel Number: _____ Email: _____	Purchase Order No (if required): _____

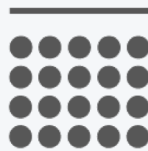
Comments

Please add any additional comments or requirements here

Room layout

Rooms	Board	Cabaret	Classroom	Theatre	U shape
Simister Hall <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashton Room <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duffield Room <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acorn Room <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Boardroom Cabaret Classroom Theatre U shape



AUDIO/VISUAL REQUIREMENTS:

Please note these items are chargeable unless otherwise stated

<input type="checkbox"/> Lectern <input type="checkbox"/> PA System <input type="checkbox"/> Hearing Loop (no charge) <input type="checkbox"/> LCD Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Flipchart/papers (no charge) <input type="checkbox"/> Stage	Other IT requirements (please state): _____ _____ _____ _____
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CATERING REQUIREMENTS - PART 1

	Price	Quantity	Time(s) to serve
<input type="checkbox"/> Tea/Coffee	£1.70 pp	_____	_____
<input type="checkbox"/> Tea/Coffee/Biscuits	£2.00 pp	_____	_____
<input type="checkbox"/> Tea/Coffee/Danish	£2.70 pp	_____	_____
<input type="checkbox"/> Tea/Coffee/Cake	£3.70 pp	_____	_____
<input type="checkbox"/> Glass of Juice	0.70 pp	_____	_____

CATERING REQUIREMENTS - PART 2

	Price	Quantity	Time(s) to serve
<input type="checkbox"/> Breakfast Bap Bacon, sausage or egg	£4.00 pp	_____	_____
<input type="checkbox"/> Menu A	£7.50 pp	_____	_____
<input type="checkbox"/> Menu B	£9.50 pp	_____	_____
<input type="checkbox"/> Menu C	£10.75 pp	_____	_____
<input type="checkbox"/> Day Delegate Menu	£35.00 pp	_____	_____
<input type="checkbox"/> Simply Great Day Delegate	£25.00 pp	_____	_____
<input type="checkbox"/> Homemade Potato Salad	£3.50 serves 5	_____	_____
<input type="checkbox"/> Homemade Coleslaw	£3.50 serves 5	_____	_____
<input type="checkbox"/> Crudités with Dips	£5.50 serves 5	_____	_____
<input type="checkbox"/> Fresh Fruit Platter	£6.00 serves 5	_____	_____
<input type="checkbox"/> Homemade Quiche	£2.25 pp	_____	_____
<input type="checkbox"/> Crisps	£2.50 serves 5	_____	_____
<input type="checkbox"/> Cookies	0.80 pp	_____	_____
<input type="checkbox"/> Croissants with butter and preserves	£3.00 pp	_____	_____

By returning this booking form, you are agreeing to comply to the Signing Tree Conference Centre Terms & Conditions.

DAY DELEGATE PACKAGE TIMINGS

Times to serve

Please indicate your preferred serving times:

Drinks on arrival	_____
Mid-morning drinks	_____
Lunch	_____
Afternoon drinks	_____

SPECIAL DIETARY REQUIREMENTS:

Please add any additional requirements here