



The Kendleshire

CONFERENCE & MEETING BOOKING FORM

Company Name:		Invoice details: (if different)	
Contact Name:			
Contact Address:		Invoice Address: (if different)	
Telephone Number:			
Contact Email Address:		Email to send invoice to:	

Date required:		Room(s) required:	Badminton Suite Henfield Room - Lakeside Suite
Number attending:			
Conference start time:		Room layout style:	Theatre - U-Shape - Cabaret Boardroom - Classroom
Conference finish time:			

Please circle the options you would like to select:

ARRIVAL REFRESHMENTS	
Type:	Coffee/Tea - Biscuits - Danish Pastries - Orange Juice
Time required:	

MID-MORNING REFRESHMENTS	
Type:	Coffee/Tea - Biscuits - Danish Pastries - Orange Juice
Time required:	

LUNCH DETAILS	
Lunch choice:	Chef's Table - Chef's Daily Special Working Lunch 1 Working Lunch 2 Working Lunch 3
Extra dietary requirements:	
Refreshments:	Coffee/Tea - Biscuits - Danish Pastries - Orange Juice
Time required:	

MID-AFTERNOON REFRESHMENTS	
Type:	Coffee/Tea - Biscuits - Danish Pastries - Orange Juice
Time required:	

ANY OTHER REQUIREMENTS	

"In signing this booking form I agree to the Kendleshire's Conference Booking Terms & Conditions"

Standard (free) equipment required in room: (please circle as required)	LCD Projector - Projector Screen Audio System (Badminton only)
Additional (chargeable) equipment required in room: (please circle as required)	Overhead Projector - Flipchart TV & DVD Player Other:

Signed:	
Print Name:	
Date:	
Deposit:	

