

NMC (INTERNET CAFÉ) LTD

6-8 SAVAGES TERRACE, NEWRY, CO DOWN, BT 35 6

Training / Conference Room Booking Form



Date for hire (Check calendar)	Date		Full Day	Half Day	AM	PM
Layout of room Please circle your selection	Board Room Style Chairs placed around a central table Maximum?	Workshop Style Semi circle of chairs with top table Maximum ?	Lecture Style Seats in rows Maximum ?	Other Please Specify		
Equipment Please circle your selection	Flip chart and pens	OHP	Multi media projector	TV and DVD	Other –please specify	
Name of Contact Person						
Organisation						
Billing Address						
Telephone Number						
E – Mail						
Fax number						

Catering	Please tick appropriate box			Time Required	No of People
On Arrival	T & C	TC Biscuits	TC Scones		
Mid morning	T & C	TC Biscuits	TC Scones		
Lunch	Type A	Type B	Type C		
Mid afternoon	T & C	TC Biscuits	TC Scones		

Lunch	Refreshments	
TYPE A Sandwich Platter tea and coffee £4.00 per person	T&C = Tea and coffee £1.00 TC & Biscuit = Tea & coffee & Biscuit £1.20 TC & Scone = Tea coffee & scone £1.40	
TYPE B Sandwich Platter tea and coffee Plus two hot items £5.00 per person	JJ = Jug of juice for six £1.50	
TYPE C Soup Sandwich Platter tea and coffee £6.50 per person	Fruit platter on request	
ROOM HIRE	FULL DAY	HALF DAY
TRAINING/CONFERENCE ROOM	£50.00	£30.00
SATURDAY HIRE	£60.00	NA
SUNDAY HIRE	£70.00	NA

Please note that the times for room hire are 09.00 - 12.30 = Morning
13.30 – 17.00 = Afternoon
09.00 – 17.00 = All day

I AGREE AND CONFIRM THE ABOVE BOOKING DETAILS

Signed _____ Date _____

Confirmed by e-mail ___ (mark with an X)

Our e – mail address is info@carers-nm.org

Please return ten days before prior to the event at the address above or fax to (028)30267122 or e-mail Please note that cancellation less than 3 days prior to the event will result in charges being incurred by you for room hire and catering.

For office use only

Date of booking	
Date of confirmation	
Date catering ordered	
Date Invoice Sent	
Date Payment received	
Completed by	Name