

Meeting Room Booking Form *Horstead Centre*

Residential Stays & Activity Days

How to make a booking

1. Call **01603 737215** or email **horstead.centre@horsteadcentre.org.uk** to check availability
2. Once you have agreed dates and requirements with us we will make a provisional booking for you
3. Complete this Booking Form and return to us **within 2 weeks**, with the required deposit to secure your booking.

PLEASE NOTE: If after 14 days we have not received your deposit your booking is no longer secure and will be made available to other users.

The Horstead Centre, Rectory Road, Norwich, Norfolk NR12 7EP

www.horsteadcentre.org.uk

Registered Charity Number: 303986

VAT Number 282 0458 63

Important – Please Note:

- We require a £25 deposit to confirm your booking and this form completed in full in CAPITAL letters.
- The deposit will be deducted from the final balance shown on your invoice.

Contact Details

Name of contact: _____.

Name of group: _____.

Address: _____.

_____. Postcode: _____.

Tel: _____ Fax: _____.

Mobile: _____ Email: _____.

About Your Booking

Date required: _____ Start time: _____ Departure time: _____.

Purpose of booking: _____.

Number of attendees: _____.

Other Information

Is there anything else we need to know about your group?

_____.

_____.



Catering Options *Please tick option required*

- No catering required
- Beverage Vending Machine
- Tea & Coffee only
- Tea/coffee, sandwiches, biscuits
- Tea/coffee, jacket potato, dessert

Other catering options may be available on request

Team Building Days

Special Project? Merging teams? Managing changes?
Spend the day challenging your team! Solve problems,
work together, and build trust whilst having some fun!

Flexible programme of activities on land and/or water.
Choose from: Ice Breaker Team Challenges, Crate
Stack, Nightline, Climbing & Zip Wire, Canoe Trip,
Bushcraft, Jacobs Ladder or Archery.

Brunch, morning coffee, hearty lunches &
afternoon tea all available on request.

Prices start at £25.00

Rooms Required

Rooms required: Front Lounge (seats 25) Back Lounge (seats 35) Dining Room (Seats 60)

Equipment required: _____ .

_____ .

Layout of room(s) required: _____ .

_____ .

_____ .

Payment Terms

Our full terms and conditions, including any additional charges which may be payable, are available on our website.

You will be invoiced on the date of your departure. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash or BACS.

Cancellation Policy

Your deposit, due within two weeks of making a provisional booking, is strictly non-returnable.

Cancellation fees:

Within 12 weeks of date of arrival	25% of the full fee
Within 6-12 weeks of date of arrival	50% of the full fee
Within 6 weeks of the date of arrival	FULL FEE

From time to time we may contact our customers with information about the Horstead Centre and special offers. Please tick this box if you do not want us to retain your details for marketing purposes.

I have enclosed a non-returnable deposit of £25. Total amount:

£

I accept the terms and conditions of booking as set out on your website including the cancellation policy.

Please tick boxes to acknowledge

Signed: _____ .

Name: _____ . Date: _____ .