

Clubs/Societies Room Hire Booking Form 2011

Organisation Name	
Contact Name	Website
Address	
	Postcode
Email*	Telephone
Mobile	Fax

*We would like to send you information about future events by email.

If you like to receive such information please tick this box

Event Details

Event date:.....

Estimated arrival time:.....Estimated departure time:.....

Number of people attending.....Number of cars.....

Number of coaches.....

ROOM HIRE only

- | | |
|---|---|
| <input type="checkbox"/> Syndicate Rooms 9 (up to 10 people) | ..includes Museum entry for 10... £50 (incl VAT) £..... |
| <input type="checkbox"/> Syndicate Rooms 8 or 12 (up to 16 people) | ..includes Museum entry for 16... £60 (incl VAT) £..... |
| <input type="checkbox"/> Board Room (up to 20 people) | ..includes Museum entry for 20..... £50 (incl VAT) £..... |
| <input type="checkbox"/> Syndicate Rooms 10 or 11 (up to 30 people) | ..includes Museum entry for 20... £70 (incl VAT) £..... |
| <input type="checkbox"/> Syndicate Rooms 1, 2, 7 (up to 30 people) | ..includes Museum entry for 20... £70 (incl VAT) £..... |
| <input type="checkbox"/> Syndicate Room 3 or 4 (up to 42 people) | ..includes Museum entry for 30.....£90 (incl VAT) £..... |
| <input type="checkbox"/> Syndicate Room 5 or 6 (up to 49 people) | ..includes Museum entry for 45...£130 (incl VAT) £..... |
| <input type="checkbox"/> Lecture Room 1, 2 or 3(up to 100 people) | ..includes Museum entry for 80.....£220 (incl VAT) £..... |
| <input type="checkbox"/> Conference Room 1 or 2 (up to 250 people) | ..No Museum entry included.... £600 (incl VAT) £..... |
| <input type="checkbox"/> Kestrel Suite (up to 280 people) | No Museum entry included.....£400 (incl VAT) £..... |
| <input type="checkbox"/> Conference Suite (up to 600 people) | ..No Museum entry included.....£1100 (incl VAT) £..... |

Total £.....

What type of room layout would you like?

.....

Do you require a top table? Yes, for.....people No (please tick as appropriate)

Audio Visual Equipment

Do you require audio visual equipment? Yes No (please tick as appropriate)

Please give details of the equipment you require

.....

.....

Catering

Please outline your catering requirements:

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How did you hear about the Heritage Motor Centre?

.....

.....

Museum Entry

Museum entry is included in the hire of most rooms (see ROOM HIRE only section, on previous page).

Museum entry, over the number included, is £6 per person.

Museum entry, where no number is included, is £6 per person.

Standard Audio Visuals in Room (All rooms except for Conference Rooms and Kestrel Suite)	£35.00
Standard Audio Visuals in Conference Rooms or Kestrel Suite	£50.00

This booking will move to **confirmed** status upon receipt of this completed form.

Please **complete and return** this form to the address below:

I confirm the above booking

Signature..... **Date**.....

All prices inclusive of VAT at current rates.

Clubs, Heritage Motor Centre, Banbury Road, Gaydon, Warwickshire, CV35 0BJ.

Telephone: 01926 645032

email: clubs@heritage-motor-centre.co.uk