

Countryside Centre

Booking Form and Price List

Meetings, Training, Conferences and Celebrations

1st April 2011 - 31st March 2013

	April 2011 - March 2012	April 2012 – March 2013
Kestrel Room <i>per hour</i>	£27	£27
Wren Room <i>per hour</i>	£21	£23
Both Rooms <i>per hour</i>	£48	£50
Tea, Coffee & Biscuits <i>per serving</i>	£1 +vat	£1.10+v
Equipment <i>per item (flipchart/tv)</i>	£10 +vat	£10+v

If you have any queries or would like to discuss your booking requirements please telephone us on 01480 451568. *If you would like to see the Centre then please arrange a suitable time in advance for us to ensure the rooms are available for viewing.*

Please note cancellation charges may apply.

The rooms in the Countryside Centre can be hired for meetings, training, anniversary celebrations, birthday parties, retirement parties, conferences, Christenings, wakes, family gatherings.... Our onsite caterers are able to provide buffets, children's party food and barbecues, talk to us about your requirements.


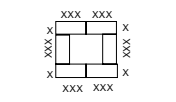
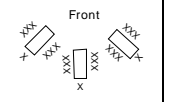
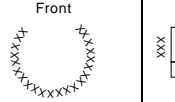
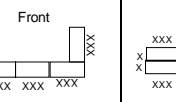
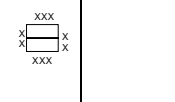
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Click on the grey sections below to fill in your details.

Date of visit:	No. of delegates:	No. of presenters:
Title of event:		
Contact name for booking (Dr, Miss, Mrs, Mr):		
Facilitator/person in charge on the day:		
Organisation/Group:		
Address:		
Postcode:	Tel:	Fax:
E-mail:		
Order number/Cost code (if applicable):		

Time Schedule - Please ensure you allow adequate time for setting up and clearing away as access to the rooms may not be available before the time you book.

Arrival:	Event start:	Event finish:	Depart:
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Room	Choose layout A, B, C, D, E or F from drop down list				
<input type="checkbox"/> Kestrel Room Layout	<input type="checkbox"/> Wren Room Layout	<input type="checkbox"/> Both Rooms Layout			
For layouts C & F please choose the number of groups you would like:					
A. Theatre 	B. Boardroom 	C. Cabaret 	D. Semi-circle 	E. U-shaped 	F. Groups 

Refreshments (tea/coffee/biscuits/squash)		
<input type="checkbox"/> Arrival tea/coffee to be served at	for	people
<input type="checkbox"/> Morning tea/coffee to be served at	for	people
<input type="checkbox"/> Lunchtime tea/coffee to be served at	for	people
<input type="checkbox"/> Afternoon tea/coffee to be served at	for	people

Catering (buffet/barbecue/cake platter/fruit platter etc)		
<input type="checkbox"/> Catering to be served at	for	people
Special dietary requirements		

Equipment required	
<input type="checkbox"/> Flipchart & pens - Number required	<input type="checkbox"/> Television & dvd player
<input type="checkbox"/> Stands, screen & extension lead, for your own presentation equipment (no charge)	

Other requirements please use a separate sheet if necessary
Sign: _____ Date: _____

Please email your completed form to hinchingbrookecountrypark@huntingdonshire.gov.uk
 Alternatively fax to 01480 451568 or post to: Hinchingbrooke Country Park, Brampton Road
 Huntingdon, Cambridgeshire, PE29 6DB.

For office use:

Id number: _____	Buffet confirmed with _____ on _____		
Received: _____	Confirmed in diary: _____	Confirmation sent: _____	Car park pass sent: _____