**Education and Wellbeing Centre Facilities Booking Form**

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| --- | --- |
| **Company Name** |  |
| **Date of Meeting** |  |
| **Start Time** |  |
| **Finish Time** |  |
| **Title of Meeting** |  |
| **Number of Delegates** |  |
| **Purchase order number (if applicable)** |  |
| **Contact Name (booking)** |  |
| **Contact Name (on the day)** |  |
| **Telephone** |  |
| **Email** |  |
| **Postal address, including Post Code** |  |
| **Invoice name / address****(if different)** |  |
| **Any special requirements?** (e.g. set up; IT equipment etc.) |  |

**Please note:** Bookings should be paid for in full at the time of request and are not confirmed until full payment is received. If payment has not been received 48 hours prior to the booking it will be cancelled.

**Cancellation Policy**

Any cancellations made with less than 48 hours’ notice will be charged 50% of the room booking fee.

Any cancellations made before this time will be refunded in full.

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| --- | --- | --- | --- | --- |
| **Room** | **Capacity** | **Half day** | **Full day** | **Lay out requirements** |
| **Lecture Room**(£60 half day, £120 full day) | 40 | [ ]  | [ ]  |  |
| **Board Room**(£45 half day, £90 full day) | 12 | [ ]  | [ ]  |  |
| **Room 2** (£30 half day, £60 full day) | 10 | [ ]  | [ ]  |  |
| **Room 3**(£30 half day, £60 full day) | 12 | [ ]  | [ ]  |  |
| **Wellbeing Dining Room** (£30 half day, £60 full day) | 20 | [ ]  | [ ]  |  |
| **Wellbeing Lounge** (£30 half day, £60 full day) | 14 | [ ]  | [ ]  |  |
| **Catering** | **Delegate numbers** | **Preferred time** |
| Buffet (selection of sandwiches, hot chunky sausage rolls, Flavours salads) - £9 per person |  |  |
| Soup of the day and a sandwich - £6.50 per person |  |  |
| Flavours Nourish Bowl (halloumi or lemon chicken) £8 per person |  |  |
| **If you have any specific catering requirements, please get in touch and we will try our best to accommodate these where possible.****If you would like to eat in Flavours Bistro, please ask for the full menu to pre book your meal and book your preferred time.** |

All those booking rooms should be aware of their responsibilities to consider the Hospice’s Prevent duty. Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. The Hospice will not provide a platform for these offences to be committed. By booking a room the event organiser agrees that if there is a risk that the speaker or event may break the law, breach the Hospice’s statutory duties and/or pose a risk to the wellbeing of patients, staff or visitors, they must discuss the proposed booking with the Hospice Prevent lead before a booking can be confirmed.

**Please return completed booking form to** **education@saintcatherines.org.uk**