

# WAKEFIELD HOSPICE

Fax: 01924 362769  
Tel: 01924 213900

## ROOM BOOKING

### DATE ROOM REQUIRED

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Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Invoice to: \_\_\_\_\_

Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

Number of delegates: \_\_\_\_\_ Large Meeting Room (boardroom only)

Cost of Room Hire: \_\_\_\_\_ Education Suite\*

\* Layout Required \_\_\_\_\_

### CATERING REQUIREMENTS

Time Lunch Required: \_\_\_\_\_

Total catering numbers  Number of vegetarians

Breakfast Menu @ £6 per head  Tea / Coffee / Biscuits @ £1.50 per head

Menu 1 @ £6 per head  Tea / Coffee / Cakes @ £2 per head

Menu 2 @ £8 per head  Orange Juice @ £1.50 per jug

Menu 3 @ £9 per head  Cranberry Juice @ £2 per jug

Menu 3 - Gateau £2.00 per head extra

**Items are subject to availability, we reserve the right to substitute where necessary**

*(Please refer to the booking conditions overleaf)*

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#### FOR OFFICE USE ONLY

Copy to Catering: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### FOR FINANCE USE ONLY

Invoice Number: WH \_\_\_\_\_ Initials: \_\_\_\_\_

Invoice Amount: £ \_\_\_\_\_

Invoice Dispatched: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Payment Received: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Nominal Code: \_\_\_\_\_

## **BOOKING CONDITIONS**

### **DEPOSIT**

A 25% deposit is required with the booking form, refundable up to 7 working days prior to the event. Remaining balance invoiced following the event.

Provisional reservations will be held for a maximum of 2 weeks from the date of the initial enquiry, after this time Wakefield Hospice reserves the right to release the space without prior notification.

### **CATERING**

We need to be notified of final numbers no later than 10 working days prior to the date of the function and the customer will be liable for the full charges in respect of non arrivals or reduced numbers.

### **CANCELLATION CHARGES**

Less than 7 days notice - 25%

Less than 48 hours notice - 50% of room hire and 100% of catering costs

Less than 24 hours notice - 100%

VAT inclusive in the prices quoted