

Conference Room Booking Form

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Contact Details

Company Name:

Company Address:

Company Postcode:

Contact:

Role:

Telephone:

Mobile:

Email:

Event Date:

Event Details

Number of Delegates:

Number of Parking Spaces Required:

Event Duration: *(Please select)*

Event Start Time:

Event End Time:

2 Hours Session
£45 +VAT

Half Day
£90 +VAT

Full Day
£150 +VAT

Networking Meetings: *(Maximum 2 hour duration)*

Number of Vegetarians

Breakfast £10 +VAT *(per delegate)*
Tea / coffee + bacon rolls or pastries

Other £10 +VAT *(per delegate)*
Tea / coffee + savoury platter

Room(s) Layout: *(Please select)*

Boardroom

Cabaret

U-Shaped

Classroom

Theatre

Other

Please supply details:

Equipment: *(Please select)*

Projector

Flipchart(s)

Conference Phone

Whiteboard(s)

Refreshments: *(Please select)*

Tea & Coffee
£2 +VAT *(per delegate, per serving)*

Biscuits *Filled creams, plain and chocolate coated*
£3.50 +VAT *(per serving - 1 serving = 28 biscuits)*

Timing

Serving Time(s)

All prices are exclusive of VAT

Conference Menu

Please indicate number of servings and, in the boxes below, mark the numbers of preferred sub-options.

Savoury Platter Chicken skewers, bruschettas, ciabbatta pizza's, crostinis and quiche
 £2.50 (*selection of 3 per person*).

Working Platter Freshly made sandwiches / rolls / wraps bursting with a variety of locally
 £5.50 produced meats and vegetarian fillings.

Selection of homemade cakes and tray bakes.

OR

Locally sourced fruit platter (*will vary depending upon season*).

Healthy Platter Freshly made wraps bursting with a variety of locally produced meats and
 £7.20 vegetarian fillings.

Crudités and dips.

OR

Locally sourced fruit platter (*will vary depending upon season*).

Training Platter Freshly made sandwiches / rolls / wraps bursting with a variety of locally
 £7.20 produced meats and vegetarian fillings.

Savoury platter containing chicken skewers, bruschettas, ciabbatta pizzas,
 crostinis and quiche (*selection of 3 per person*).

Selection of homemade cakes and tray bakes.

OR

Locally sourced fruit platter (*will vary depending upon season*).

Executive Platter Freshly made sandwiches / rolls / wraps bursting with a variety of locally
 £8.70 produced meats and vegetarian fillings.

Premium savory platter containing grilled chicken kebabs, smoked salmon
 canapés, Indian selection, marinated lamb kebabs as well as some of the
 traditional favourites (*selection of 3 per person*).

Award winning hand cooked crisps.

Selection of homemade cakes and tray bakes.

OR

Locally sourced fruit platter (*will vary depending upon season*).

Deluxe Platter Freshly made sandwiches / rolls / wraps bursting with a variety of locally
 £9.60 produced meats and vegetarian fillings.

Savoury platter containing chicken skewers, bruschettas, ciabbatta pizzas,
 crostinis and quiche (*selection of 3 per person*).

Award winning hand cooked crisps.

Hand selected and farm pressed fruit juice

Selection of homemade cakes and tray bakes.

OR

Locally sourced fruit platter (*will vary depending upon season*).

All prices are per head unless otherwise stated and subject to VAT.

Conference Menu

Please indicate number of servings.

Pastas, Salads, Potato Salads £3.00 Will vary depending on season please ask to find out which we are currently making.

Crudités & Dips £1.15 Freshly chopped vegetables served with our home made dips

Crisps £1.15 Award winning hand cooked crisps (40g)

Fruit Juice £2.50 Selected fruit juice hand pressed by farmers (250ml).

Cake Platter £1.50 Freshly chopped vegetables served with our home made dips.

Fruit Platter £1.15 Locally sourced fruit platter (*will vary depending upon season*).

Oberoi Consulting's Terms and Conditions of Business

Cancellation Charges:

Cancellation charges apply as follows:

- Over 2 weeks prior to agreed date -50% charge
- Under 2 week prior to agreed date -75% charge
- Within 7 days of agreed date -100% charge

Can you please sign below and return this booking confirmation form, which confirms your booking and forms a contract of service provision between yourself and Oberoi Consulting Ltd.

Name: Signed:

Position: Date:

Oberoi Business Hub reserves the right to amend these terms and conditions at any time.

All prices are per head unless otherwise stated and subject to VAT.