

BOOKING FORM

Event details

Title of event

.....
.....
.....

Date of event

.....

Name of main contact on the day

.....

Name of organiser

.....

Address for correspondence

.....
.....
.....
.....

Postcode

.....

Telephone

.....

Fax

.....

Email

.....

Time of arrival

Please note that reception opens at 8.00am

.....

Time of departure

Please note that reception closes at 5.30pm. Day meetings that run beyond 5.30pm will incur a charge of £150 per hour.

.....

Expected number of delegates

.....

Payment detail (in pounds sterling)

Please invoice me / my organisation (please delete as appropriate)

I enclose a cheque made payable to 'Cambridge University Press'

I/We have read and accept the Terms and Conditions of Booking

Signature

Date

.....

Name (please print)

.....

Type of event (please tick)

- Day meeting Room hire only
 Half-day meeting Evening reception
 Breakfast meeting

Rooms required

- Bentley Newton Wright
 Cass Oriel
 Darwin Thomas

Room layout

- Boardroom Classroom Theatre
 Cabaret Reception U-shape

Catering requirements

Standard – £2.75 per person: Tea, coffee and biscuits

Enhanced – £7.25 per person: Tea, coffee, juice, carbonated drinks, fruit, energy bars and cake

- Morning coffee
 Standard Enhanced Time:
- Buffet lunch Time:
- Afternoon coffee
 Standard Enhanced Time:
- Additional refreshment breaks
 Standard Enhanced Time:
- Wine and canapés Time:

Audio-visual requirements

- Conference phone PA System Videoconferencing*
 Flipchart Projector Whiteboard
 Laptop Screen WiFi

*Bentley Room only

Other requirements

.....

.....

How did you hear about us?

- Recommendation Pitt Building Website Other Website Mailing Trade Show Advertisement

Other (please specify)

.....