



PARKLANDS CONNEXION
STANHOPE STREET
LONG EATON
NOTTS
NG10 4QN

TEL: 01159 466760 - FAX: 01159 466768
www.parklandsconnexion.co.uk

Booking Form No _____

Organisation: _____

Contact Name: _____

Telephone No: _____

Address for Invoice: _____

Type of booking:(meeting/training/community group/conference/Celebration) _____

Date facilities required: _____

Time needed: From _____ am/pm Until _____ am/pm

Room required:

(Erewash Suite ,Derwent Suite, Trent Suite, Dove Suite, Other Room)_____ Room rate: £_____

Please state type of room plan, seating arrangements E.g. Around a table, semi circle of chairs etc.

Total number of people expected: _____

Catering needs	Yes/No	Qty	£
Buffet Option	_____	_____	£ _____
Vegetarian	_____	_____	£ _____
Bottles of water	_____	_____	£ _____
Tea, Coffee & biscuits	_____	_____	£ _____
Orange/Apple Juice	_____	_____	£ _____
Water & glasses	_____	_____	£ _____
TOTAL			£ _____

Special requirements _____

I/My organisation have seen and accept the Parklands Connexion room hire terms and conditions and agree to respect the premises and property of Parklands, the rights of all uses and comply with instructions from Parklands staff.

Please sign your name: _____

Date: _____

Please complete the details and return the form to the address at the top.

(Until this form fully completed, signed and returned the address above your booking is only provisional.)
