

ST BEES BUSINESS MANAGEMENT CENTRE BOOKING FORM



Please return form via email to bmc@stbeesschool.co.uk or send to:

Whitelaw Building, St Bees School, Wood Lane, St Bees, CA27 0DS

Please mark any correspondence FAO: Jane Tyson or Beverly Rossiter (Business Centre Managers)

Contact us with any enquiries on 01946 828010.

Page 1: Contact Information:

Contact Name		Email Address	
Telephone Number		Purchase Order Ref	
Mobile Number		Company Name	
Company Address			

Booking Information (prices exclude VAT):

Date of Event		Contact name/ number on day (if different)	
Number of Delegates		Approx. start/finish time	
Room Required (<i>please tick appropriate space</i>) <i>Prices listed are full / half day</i>	Meeting Room (£60 / £40)	Seminar Room (£140 / £80)	Function Room (£225 / £125)
	Auditorium (£250 / £150)	IT Room 1 (£200 / £110)	IT Room 2 (£150 / £80)
Room Layout			
Requirements	Flipchart	Projector / Screen	Laptop
	Whiteboard	Conference (phone) (£50 / £30)	Conference (Video) (£150 / £100)
Other details to assist with your meeting organisation			
HIRE COST	£		

Catering Requirements (prices exclude VAT):

Tea, Coffee and Biscuits £4.00 day / £2.50 half day	Number required:				AM only	PM only	ALL DAY	
Please mark here if catering required	YES / NO							
If YES: Menu Selection & quantity	Menu 1 - £3.25	Qty:	Menu 2 - £4.20	Qty:	Menu 3 - £5.95	Qty:	Menu 4 - £7.50	Qty:
TIME FOOD REQUIRED					CATERING COST		£	
OR Alternative menu agreed & confirmed cost per head								
Dietary Requirements incl. quantity								
Other details to assist with catering arrangements on the day								
TOTAL COST OF BOOKING	£							



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Page 2: Conditions of Booking:

Bookings to be made on official form and emailed to bmc@stbeesschool.co.uk. Provisional bookings by telephone must be confirmed within 14 days, or will be considered as cancelled.

Cancellations:

Cancellations and transfers must be confirmed in writing. Cancellation charges will apply as follows:	
Prior to seven days – no charge	Seven to three days before date – 50% of hire charge
Two or one days before date - 100% of hire charge	
Transfers: No cancellation charge will be incurred if revised date within four weeks of original booking.	
Catering: Please amend any catering numbers 48 hours before the course commences.	

Payment:

Please note prices exclude VAT

A VAT Invoice will be issued after completion of the course.

Payment is due within 30 days.

Cheques payable to **St Bees Enterprises Ltd.**

Bank Details: Sort code: **01- 09 -54** / Account: number **83822186** (please include invoice number).

Thank you for your booking. We will be in touch shortly to confirm details with you.