



HACKNESS GRANGE
COUNTRY HOUSE HOTEL

CONFERENCE BOOKING FORM

INTERNAL USE

Company Name: _____

Contact Name: _____

Company Address: _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

Meeting Purpose/Title: _____

Meeting Date(s)&Time: _____ / _____ / 20 _____ am to _____ pm

Room Reserved: _____ **Room Hire Rate:** _____ pp

Catered Hire Category: _____ **Extra(s):** _____

Number of Delegates: _____ **Rate/person:** _____

Lunch Location: _____ **Time Required:** _____

Optional Extras for Drinks & Snacks: _____

Special Requests: a) Dietary, Vegetarian or optional Extras:

b) Other Special:

**** Please note the hotel cannot be held responsibility for the quality of the food if it is not served at the scheduled time due to late arrival or over run of meetings etc.****

EQUIPMENT HIRE: (PLS SPECIFY IF YOU REQUIRE ANY OF THE EQUIPMENT) INTERNAL USE

- A) flipchart & pens Yes/No - £16.60 / £25.00
- B) Projector/Screen Yes/No - £48.00 / £66.70
- E) Infiniy wifi/internet Yes/No – complimentary

INITIAL COSTING FOR THE CONFERENCE:

I) Total of the above sections :

II) Others:

III) VAT:

Total :

Deposit 30%: _____

Balance Due: _____

BUSINESS CENTER SERVICES:

A) Photocopying: A4/25p/page Total pages copied: _____

B) Lamination: A4/80p/page Total pages laminated: _____

Extras: (Pls see receipts enclosed): Total: _____

Balance Payment by Credit Card/Cash Total: _____

Hackness Grange Country House Hotel, Hackness, NR. Scarborough, North Yorkshire YO13 0JX

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www.hacknessgrangehotel.com