



Targetspace Conference Centres

Booking Form – Conference Centre Name _____

Name:

Host Name:

Date of Meeting:

Meeting Title:
(e.g. Annual Board Meeting)

Email:

Billing Address:

Phone Number:

Number of Attendees:

Room Set Up:
(e.g. theatre, boardroom)

Start Time:

End Time:

Catering Requirements

**Type of
Breakfast:**

Delivery Time:

Type of Lunch:

Delivery Time:

Type of Snacks:

Delivery Time:

Tea, Coffee,

Delivery Time:

Water:

Other:

Delivery Time:

How did you hear about us?

- Expotel
- Conference Guide UK
- Word of mouth
- Other : advertising, web search etc



Booking Form

Continues...

AV Requirements

Type of Equipment:

Additional Requirements:

Comments:

Event Terms and Conditions

Booking Procedure

A telephone request will reserve the required date(s) for up to 14 days. The event terms conditions detailed herein should be returned accepted along with written confirmation of the booking details.

Payment

Full pre-payment is required to secure the event either by a cheque payable to Targetspace, or by BACA a/c no: TBC or by a credit card mandate. The balance of the charge will be debited from a credit card after the event has taken place.

Numbers

The event has been booked for.....people. The final numbers must be confirmed five days prior to the date of the event.

This number will be chargeable regardless of a decrease on the day.

Cancellation

Should a cancellation be made, the following charges are applicable:

- Up to 10 working days prior to the event - 100% refund
- Less than 10 working days prior to the event- you will incur 100%of the total charge

Such charges need to be made on the basis of loss of business/administration costs or the commitment of labour and provisions to the event.

Cancellation will only be accepted in writing or via email to bh@targetspaceconferencing.com

Equipment

No equipment will be delivered to the client before the event without the prior permission of the client. The client shall be responsible for any damage caused to hired furnishing, equipment or décor by any act, default or negligence of the customer or guests and shall pay the amount required to rectify any such damage.

Indemnity

Targetspace Conferencing Centres and Targetspace do not accept responsibility for the personal property of customers or guests. Secure area must be provided for the convenience of customers and guests and any goods left outside these areas are left at the owner's risk.

Point of Contact

The designated Targetspace Conferencing for this event is
All correspondence in relation to this event shall be through the aforementioned representative unless a change of this contact is made in writing and authorised by the above.

The designated Targetspace Conference Centre contact for this event through which all correspondence should be directed is Fabiana Vale.

Contact in writing to this address:



Centre Point, 103 New Oxford Street, WC1A 1DD
 Tel: 0203-102-5100
 Fax: 0203-102-5001

The acceptance of these condition constitutes the entire contract between the client and Targetspace Conference Centres.
 Please sign and return this form, retaining a photocopy for your records (together with your deposit).

The details provided may be used by Targetspace to promote other product or services.

Please tick if you do not wish to receive information via post
 via email

I/WE AGREE TO COMPLY TO THE CONDITIONS HEREIN

Signed By:	Date of Signature:
Print Name:	Capacity
Company:	Date of Event:
Address & Telephone Number:	Title of Event:
	Deposit Enclosed: