



WPNSA Facility Hire Booking Form

Thank you for your interest in booking WPNSA for a private function. Before completing this form, please call WPNSA to check availability for requested dates and to agree a deposit. Should you then wish to make a booking, please sign and return this form to us with the agreed deposit. Please make sure all the areas marked provisional are completed, with the estimated dates/numbers and type of room required.

Details of person making booking:

Name _____ Invoice address _____
 _____ Postcode _____
 Daytime Tel _____ Evening Tel _____ Mobile _____
 Email Address _____ Preferred correspondence _____

Principal Booking Details:

	Provisional	
Function/seminar preferred date/s		
No. of people/attendees		
Times of booking	Arrive -	Depart -
Equipment required, i.e. flipchart, projector, PA system etc.	1.	2.
	3.	4.

Room Hire Required:

	Size	Time period / cost selection
Meeting Room	(10 – 15 people)	
Lecture Rooms	(25 – 30 people)	
Briefing Room	(60 – 70 people)	
Main Function room	(150 people)	
Event Hall	(300 people)	

Delegate fee: (if applicable, includes room charge and will always be held in the Main function room)

Delegate fee chosen	No of delegates	Menu choice	Total cost

Provisional Menu Type: (if required, only complete if delegate fee not requested)

Please indicate initial menu option, final choices will be requested 5 days prior to Function.

	Menu choice	Provisional number	Total cost
Dinner menu - starter			
Dinner menu - main course			
Dinner menu - desserts			
Finger Buffet menu			
Cold / hot buffet menu			
Buffet menu - desserts			
BBQ menu			
Optional extras			
Optional extras			

Coffee/Tea with Mints or Biscuits			
Mineral Water (Litre bottles)			
Orange Juice (Litre jugs)			
Pastries/Cake			

Day program:

Please attach or enter into the below box your agenda/schedule for your function. Please include as much information as possible i.e. facility access time, times for tea and coffee, meal-serving time, ideal bar opening and closing times etc.

Room set-up:

If you require a specific room layout please indicate by highlighting one of the below options or attach a copy of your individual preference.

Please call WPNSA on completion of this form to arrange provisional booking and agree a deposit, please see attached booking conditions.

Room Hire Cost / Delegate fee		WPNSA USE ONLY
Food Cost		
Drink Cost		
Total Function/Seminar Cost		
Agreed deposit (please call to discuss)		

I will ensure that my group/organization has read and fully understands the [WPNSA Booking Conditions and Regulations](#) which will be adhered to at all times. Please sign and date below to confirm provisional number on which a function quote will be provided.

SIGNED		DATE	
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