

Sørensen Centre

Training/Meeting Rooms

Booking Form for Meeting/Training Rooms

Before you complete the booking form please take a few minutes to read the notes below and if you have any queries or require guidance on completing the form, our Customer Relations Team will be pleased to assist and can be contacted on 0845 075 0111.

- In order for us to process your booking and confirm space we would be grateful if you would fully complete all sections of the form.
- A buffet lunch is included in the day delegate rate and the caterer will provide a selection of food suitable for most diets. Should you need anything specific please note in the space provided and we will accommodate where possible.
- The meeting/training rooms are available from 8.30 am until 5.00 pm and seat 12 in Foxhill (U-shape) or 23 in Farncombe (U-shape).
- You are able to hire an LCD Projector and Smartboard for the day at £75.00 plus vat, however, you will need to provide your own lap top computer.
- A flipchart, tent cards, pens and paper are all included in the day delegate rate as well as unlimited refreshments (tea/coffee/water).
- There is a reception desk available for you to check your delegates in should you wish to do so.
- You and your delegates are able to use the facilities within the Centre during breaks and lunch time and we have wireless internet access available for those with their own lap top as well as a number of PC's.
- All printing and photocopying is charged at 15p per copy for colour printing, 5p per copy for black/white printing and photocopying (payment to be made at reception).
- We would ask that final numbers are confirmed at least 7 days in advance.
- The rates for room hire are £20 plus vat per delegate for Skills for Security subscribers and £25 plus vat per delegate for non subscribers. Room hire only is available at £195 plus VAT for Foxhill or £250 plus VAT for Farncombe.
- There is a minimum room spend of £150 plus vat for The Foxhill Room (maximum 12 delegates) and £100 plus vat for The Farncombe Room (maximum 23 delegates) or £250 plus VAT for both rooms.
- You can fax the booking form to us on 01905 724 949 or post to:
Customer Relations, Skills for Security, Security House, Barbourne Road, Worcester, WR1 1RS.
- Upon receipt, an invoice will be raised for the minimum room spend and equipment.
A final invoice will be raised post event.
- Should you need to cancel or transfer your room booking the charges are outlined below:
3 weeks or more before start day - £50 administration fee.
Less than 3 weeks before start day - 100%.

Transfers to a new date are subject to availability. If the room(s) is unavailable, the cancellation charges outlined above will be implemented. Only 1 transfer is permitted per room reservation.

BOOKING FORM

Skills for Security, Security House, Barbourne Road, Worcester, WR1 1RS
t: 0845 075 0111 f: 01905 724 949 e: info@skillsforsecurity.org.uk www.skillsforsecurity.org.uk

COMPANY DETAILS

Subscribe No. (if applicable): Company Name:

Address:
 Postcode:

Telephone No: Fax No:

Contact Name: Title e.g. Mr/Mrs:

E-mail:

Invoice address if different:

 Postcode:

ROOM DETAILS

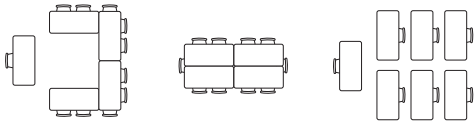
Dates Required From/To: Which Room: Foxhill Farncombe Both

LCD & Smartboard Required (€75.00 per day) YES/NO Start Time: Anticipated Finish Time:

Number of delegates:

Lunch Required at :

Please tick room layout (see below)



Please detail any special requirements:

Where did you hear about the venue?

PAYMENT METHOD

Cheque enclosed, payable to Skills for Security Limited (see address at top of page).

BACS Transfer to NatWest, Worcester Sort Code: 55-81-36 Account Number: 89585348

Please invoice. Purchase Order: (CREDIT ACCOUNT HOLDERS ONLY)

Visa Mastercard Switch Card No:

Security No: Issue No: Valid From: / / / Expiry Date: / / /

Cardholders Signature: Date:

Name on card and statement address (if different to company address above):

 Postcode:

€20.00 + VAT DDR for members, €25.00 + VAT DDR for non-members. Room Only €195 +VAT - Foxhill, €250 + VAT - Farncombe, Both Rooms €424 + VAT
Total Payable:

Should you have any queries with regard to the completion of this form, please contact Customer Relations on 0845 075 0111.