**Redbank House Training Room Booking Form**

Company:

Contact name\*:

Contact number\*:

Contact email\*:

**Invoice details**

Purchase order:

Contact name\*:

Contact number\*:

Invoice email\*:

Address\*:

**Room hire details**

Room 1 or room 2?

Title of event\*:

Date of event\*:

Organiser’s time\*:

Time of event\*:

**If we do not have your preferred date available, please choose some alternate dates for us to check availability. Type these below.**

**Number of people attending**

Delegates\*:

Trainers\*:

Total:\*

**Room requirements (please tick)**

PA System\* (Incurs higher charges)Laptop SpeakersFlip ChartLaptopProjectorScreenMoving and Handling Equipment\* (Please contact us for list of equipment available)

**Room layout**

BoardroomCabaretClassroomTheatreU-ShapedOther

**Catering\*** (Any lunch for 6 and under will include a £5 + VAT delivery fee)

**Lunch\*** (Please note: we cannot provide lunch for severe nut allergies)   
YesNo

**Refreshments**   
YesNo

**Is the course open to the public?**   
YesNo

**Would you like us to promote your event for free on social media?**   
YesNo

**How did you hear about us?**

Email, website, word of mouth, social media, search engine, advertising, other

**Cancellation Policy**

14+ Days – Full Refund

7- 13 days – 50% Charge

1-6 Days – Full Charge

**Have you read the cancellation policy above?** Yes/No

**All fields marked with \* are required.** **Please send your completed booking forms to:** [**info@redbankhouse.com**](mailto:info@redbankhouse.com)