

John Adams Hall External Conference booking form

Please read and complete ALL pages of this form. This booking will not be accepted if ALL sections are not completed and the relevant deposit attached. Monday – Friday conferences only.



Customer/organisation details

Organisation name:		Charity no.
Organisation address:	Organisation Tel:	Company reg.
	Organisation Fax:	VAT no.
	Organisation Email:	

Contact details for booking arrangements

First name:	Surname:
Contact telephone number:	Contact email address:

Accounts contact details and billing address

Organisation name:	First name:	Surname:
Full address:	Accounts telephone number:	
	Accounts fax number:	
	Accounts email address:	

Booking Details

Conference Date(s):

Event name:

Start time:

End time:

Contact telephone number:

Contact fax number:

Conference Room and Charges

Please indicate which Conference room you require. To see the capacity for each room please select a room below and go to room layout.

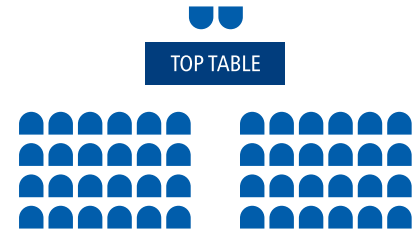
ROOM NAME	RATE PER HOUR
Taylor Room	£35.00
Michael Room	£29.00
Mortimore Room	£23.00
Study	£23.00
Refectory	£37.50
TOTAL NUMBER OF HOURS THE ROOM IS REQUIRED:	<small>The minimum booking period is three hours</small>
TOTAL COST OF ROOM BOOKING:	
ANY ADDITIONAL REQUIREMENTS?	RATE
Flip Chart and Pens	£6
TV Monitor	No Charge
Wireless internet access If yes, please indicate how many Delegates will require this: Please note: We need 10 working days notice to arrange internet access.	No Charge
OVERALL COST OF BOOKING:	
TOTAL DEPOSIT DUE:	
PURCHASE ORDER NUMBER	

Room Layout

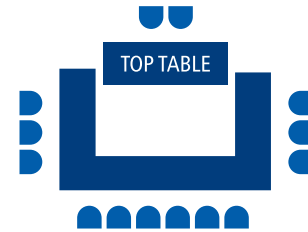
Chosen layout should be dependent on numbers required (see maximum seated per layout in brackets). Not all layouts shown right will be applicable to all rooms.

Room layout:

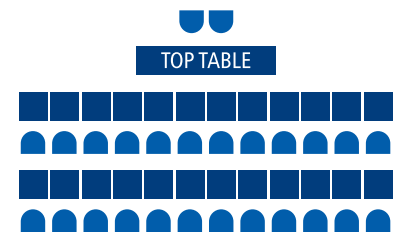
THEATRE



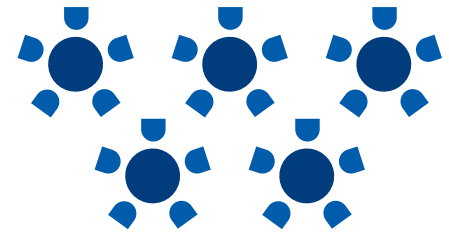
U-SHAPE



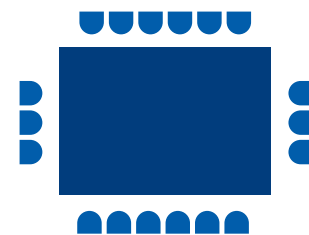
EXAMINATION



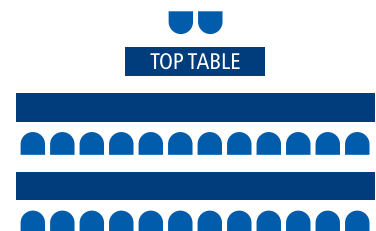
CAFE STYLE



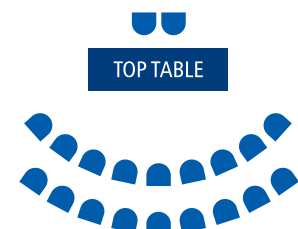
COMMITTEE



CLASSROOM



SEMI-CIRCLE



Catering

Do you require catering? Yes No

The Institute is able to supply a full range of in-house catering. The menu and price list is available on request from the John Adams Hall administration team. If yes, please complete pages 4 and 5 of this form.

Deposit

A deposit of 25% of total cost of booking must be enclosed with this booking. The deposit payment can be made by card (Visa, Mastercard or Maestro ONLY), cheque or bank transfer.

To enable us to locate payment as quickly as possible please send us an email once you made arrangement for bank transfer.

We will track down your payment with the finance department, and confirm receipt of the deposit. The Institute of Education will accept no responsibility for any reservation until we have received your deposit and the form has been signed by both parties.

PAYMENT BY CARD

Type of card:

Card number:

Issue no (Maestro only):

Valid from:

Expiry date:

Security code:

Full billing address:

Once the booking form and deposit has been received you will be sent a contract that is to be signed and returned to secure your conference room booking. An invoice will be raised after your event, payment will be due 30 days thereafter.

I accept the above conditions:

Please note: security code can be found on the reverse of your card, and is the last three digits on the signature strip.

I WILL PAY BY CHEQUE (to follow immediately in the post)

Please make payable to *The Institute of Education* and please send to the address below.

I WILL PAY BY BANK TRANSFER

Bank name: Natwest
Sort code: 60-30-06, Account number: 36146072
IBAN code: GB90 NWBK 60300636146072
BIC code: NWBK GB 2L

Cancellation Charges

If you wish to cancel your conference 28 days prior to your conference date you must put this in writing to the John Adams Hall Management to jah@ioe.ac.uk please note your deposit will be withheld as a cancellation charge. In the event of a cancellation occurring less than 28 days of the conference date the full hire charge is payable.

To be completed by JOHN ADAMS HALL GENERAL OFFICE ONLY

Kx reference number:

Confirmed by:

Total booking cost:

Date confirmation letter sent:

Date deposit received:

T1F account code:

Please submit here if you DO NOT require catering. If you do require catering please fill out pages 4 and 5 of this form and submit on page 5.

SUBMIT

RESET

Request for Catering – please complete all details

All catering requests have to be submitted by Wednesday of the week preceding the booking. Orders received less than 48 hours before the event may be subject to a 10% surcharge. The Catering Manager cannot guarantee service after this date.

For office use only:

Contact name (BLOCK CAPITALS):

Organisation name:

Telephone number:

Full billing address for invoice:

Email address:

Day(s)/Date(s) required:

Start & finish time of function:

Type of event:

Meeting Course Conference Other

Beverages

Room codes are as follows: Taylor Room = T Michael Room = M Mortimore Room = Mo Study = S Refectory = R

Time 1 Number Room Time 2 Number Room Time 3 Number Room Time 4 Number Room

Tea/coffee											
with biscuits											
with fair trade biscuits											
with cookies											
with Danish pastry											
with mini cake bites											
Tea/coffee & indulgent cupcakes											
Water Still/Sparkling per bottle											
Fruit juice per carton											
Tap table water											

Lunches (supplied with mineral water and fruit juice)

	Time	Number	Room		Time	Number	Room
Traditional sandwich lunch				Cold fork buffet selection (see below)*			
Vegetarian sandwich lunch				<i>*You may choose between the following dishes. NB: Options all supplied in minimum quantities of 10</i>			
Premium lunch				<i>Please tick</i>	<i>Number</i>	<i>With a choice of 3 salads</i>	<i>Please tick</i>
Packed lunch				Salmon supreme with mustard dill sauce		Tomato & basil salad	
Lunch finger buffet				Chicken Caesar		Traditional coleslaw	
Vegetarian finger buffet				Chargrilled tuna niçoise salad		Potato and spring onion	
				Spinach & goats cheese tart		Mixed green salad	
				Honey glazed ham with mustard		Spiced grated carrot and beetroot	
				Roast Mediterranean vegetables with couscous		Pasta with roasted peppers and pesto	

Lunches (continued)

		Time	Number	Room		
Hot fork buffet selection (see below)*					*You may choose two main courses & two accompaniments. NB: Options all supplied in minimum quantities of 20, maximum 100 people. Please tick.	
Meat	Fish	Vegetarian		Accompaniments		
Sweet & sour chicken	Cod loin on roasted cherry tomatoes and basil	Caribbean sweet potato curry		Steamed rice	Mixed green salad	
Beef Lasagne	Traditional fishermans pie	Roasted vegetable ratatouille		Hot new potatoes	Traditional coleslaw	
Lamb Madras	Salmon in a watercress sauce	Feta & spinach strudel		Seasonal vegetables	Garden peas	
Number	Number	Number		Number		

Canapès

		Time	Number	Room		
Canapès selection					Choose from the main brochure listing. Minimum order 10 persons. Choice of 4 different canapès, 8 canapès per person. Please write your selections below.	
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

Nibbles

		Time	Number	Room
Nibbles (by plater, minimum 1 platter)				
<i>Please tick</i>				
Nachos & dip	Marinated olives	Chili nuts		
Bar nut mix	Luxury rice crackers			

The conference package

		Time	Number	Room
Day delegate Premium Lunch package				
Day delegate Cold Fork Buffet package				
Two options available (others by request)				

Desserts

Choose from the main brochure listing. Choice of 2 different desserts per order. Please write your selections below.

Additional requests (special diets etc)

Drinks (all drinks are offered by sale or return)

<i>Wines (please state your selection)</i>	Time	Bottles	Room
1			
2			

Orders cannot be processed without a name

Name (BLOCK CAPITALS):

Date:

CATERING TERMS AND CONDITIONS:

All prices quoted are per person and are for service between the hours 09:00 to 16:00 Monday to Friday. At other times, additional labour charges may be applied. Bookings received with less than 48 hours notice may be liable for a 15% surcharge. Late bookings cannot be guaranteed. A minimum charge of £15.00 is applicable to all orders. Charges will be levied for missing crockery/equipment Service Level Agreement can be seen on request. Final numbers are to be advised 4 working days prior, including all special dietary requirements, the guest's numbers at 4 working days prior will be charged for, unless advised otherwise. Less than 4 days notice of cancellation or changes to booked lunches results in 100% cancellation charge. Prices are per person are valid from 1st September 2010. Prices for external clients are subject to VAT.