**Education and Wellbeing Centre Facilities Booking Form**

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| --- | --- |
| **Company Name** |  |
| **Date of Meeting** |  |
| **Start Time** |  |
| **Finish Time** |  |
| **Title of Meeting** |  |
| **Number of Delegates** |  |
| **Purchase order number (if applicable)** |  |
| **Contact (booking)** |  |
| **Contact (on the day)** |  |
| **Telephone** |  |
| **Email** |  |
| **Postal address, including Post Code** |  |
| **Invoice name / address****(if different)** |  |
| **Any special requirements?** (e.g. set up; IT equipment etc.) |  |

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| --- | --- | --- | --- | --- |
| **Room** | **Capacity** | **Half day** | **Full day** | **Lay out requirements** |
| **Lecture Room**(£60 half day, £120 full day) | 40 | [ ]  | [ ]  |  |
| **Board Room**(£30 half day, £60 full day) | 12 | [ ]  | [ ]  |  |
| **Room 2** (£30 half day, £60 full day) | 10 | [ ]  | [ ]  |  |
| **Room 3**(£30 half day, £60 full day) | 12 | [ ]  | [ ]  |  |
| **Wellbeing Dining Room** (£30 half day, £60 full day) | 20 | [ ]  | [ ]  |  |
| **Wellbeing Lounge** (£30 half day, £60 full day) | 14 | [ ]  | [ ]  |  |

|  |  |  |
| --- | --- | --- |
| **Catering** | **Delegate numbers** | **Preferred time** |
| **Tea/coffee/biscuits** |  |  |
| **If you have any specific catering requirements, please get in touch and we will try our best to accommodate these where possible.** |

All those booking rooms should be aware of their responsibilities to consider the Hospice’s Prevent duty. Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. The Hospice will not provide a platform for these offences to be committed. By booking a room the event organiser agrees that if there is a risk that the speaker or event may break the law, breach the Hospice’s statutory duties and/or pose a risk to the wellbeing of patients, staff or visitors, they must discuss the proposed booking with the Hospice Prevent lead before a booking can be confirmed.

**Please return completed booking form to** **education@saintcatherines.org.uk**