

Averon Leisure Centre

High Street, ALNESS, IV17 0QB
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MEETING/CONFERENCE/TRAINING FACILITIES BOOKING APPLICATION

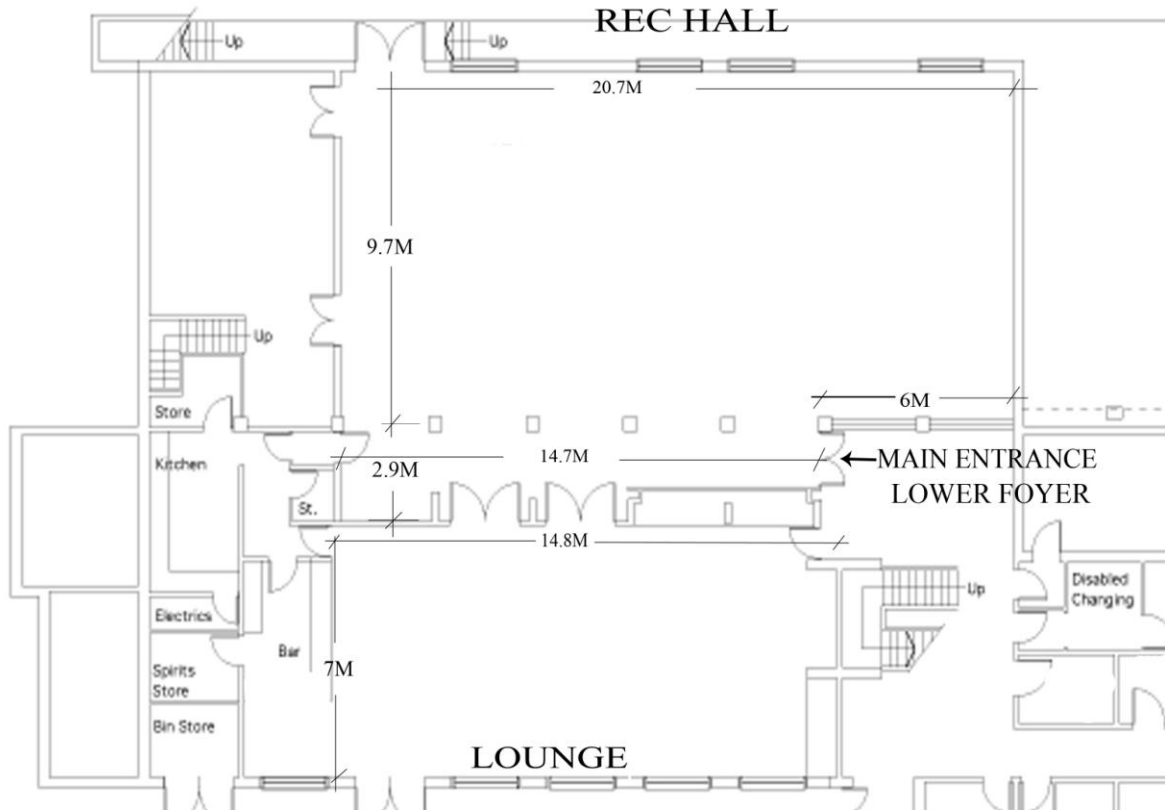
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|--|-------------------------------------|----------------|--------------------------------|-----------|-------------------|
| Name of Organisation | | | | | |
| Address | | | | Post Code | |
| Telephone | | Fax | | | |
| Contact name | | Email | | | |
| Invoice Address (If different from above) | | | | Post Code | |
| Method of Payment (Please tick) | Cheque/Cash (at time of meeting) | | Invoice | | |
| Date(s) Required | | | Purchase order Number | | |
| Start Time(s) | | Finish Time(s) | | | |
| Expected Numbers Approx | | | | | |
| Facilities Required | Function Hall | | Meeting Room | | |
| | Sports Hall | | Lounge | | |
| | Party/Meeting Room | | | | |
| Seating Style | Theatre | | Meeting | Other | (see overleaf) |
| Equipment Required | (Please complete table overleaf) | | | | |
| Tea and Coffee (Tick) | No | Yes | Time(s) | | |
| Lunch Required (Tick) | No | Yes | Time(s) | | |
| | Soup & Sandwiches £8.50 per head | | Buffet Lunch £7.50 per head | | |
| Other Requirements | | | | | |

Signed: _____ Date: _____

By returning this you are confirming your booking and accordingly the
 cancellation charges listed (overpage) will apply

SEATING STYLE

(Please provide a brief sketch of how you wish the room set up)



Rec Hall £20.00 (lower floor) Party Room £6.00 (lower floor) Sports Hall £30.00

Lounge £12.00 (lower floor) Coffee Bar £5.00 (Upper Floor)

Meeting Room £8.00 (Upper Floor Adjacent Reception 9.7m x 5.85m)

EQUIPMENT REQUIRED

| Item | No. Available | Hire price per day | No. Required |
|---------------------------------------|---------------|--------------------|--------------|
| Large Tables (seat 8) | 8 | - | |
| Small Tables (seat 6) | 11 | - | |
| Chairs | 350 | - | |
| Overhead Projector | 1 | £10.00 | |
| Flipchart & Pad | 2 | £10.00 | |
| TV/Video Combo | 1 | £10.00 | |
| Digital Projector (with sound system) | 1 | £25.00 | |
| Radio transmitter hand held mics x 2 | Pair of mics. | £10.00 | |

More AV equipment, display & exhibition materials available on request, colour laser copying etc.

When booking a room for a third party (i.e. a trainer) we advise you to consult them as to their desired room set up & times for refreshments and as to the equipment available

| | | |
|--------------------------------------|---|------|
| Please note our cancellation charges | 15 to 28 days prior to 1 st date booked | 25% |
| | 8 to 14 days prior to 1 st date booked | 50% |
| | 7 days or less prior to 1 st date booked | 100% |

There will be no charge for bookings cancelled 4 weeks or more prior to 1st date booked.

Prices exclusive of VAT where applicable