

Kevin Mills, Centre Manager
Beacon International Centre,
Unit 22 Anson Court, Dyson Way
Staffordshire Technology Park
Stafford ST18 0GB
Tel: 01785 212504 (8:30am-5:00pm)

Accounts: BICconferencing@gmail.com
Enquiries: Kevin@staffordbeacon.co.uk

CONFERENCE & EVENT BOOKING FORM

Name & Address:

Telephone	
Email	

Invoice Address (if different):

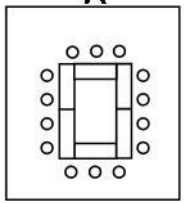
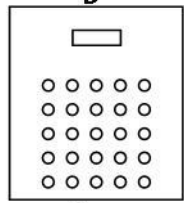
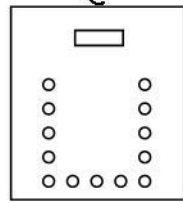
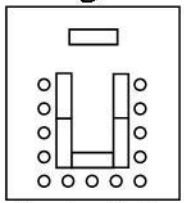
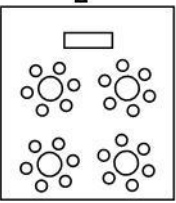
Telephone	
PO Number	

General Event Information

Event Date		Event Title	
No of Facilitators		Contact on Day	
No of Delegates		Total Attendees	

Timetable	Times	Additional Notes
Earliest Arrival	08:00	Where did you hear about us?
Arrival Refreshments	08:45	
Event Start	09:30	
Mid Morning Break	10:45	
Lunch Time	12:30	
Mid Afternoon Break	14:30	
Event Finish	17:00	
Departure	17:30	
Total On-Site Time	9.5 hours	

Room Layout

A  Boardroom
 B  Theatre
 C  Horseshoe
 D  Horseshoe with tables
 E  Cabaret

Signed	Not required if returning by email	Print Name	
Position		Date	

NB PLEASE ALSO COMPLETE PAGE TWO TO DETAIL FACILITIES AND CATERING NEEDS

Please visit our Website at www.staffordbeacon.co.uk

Room Hire

	Morning 08:30 – 12:30	Afternoon 12:30 – 17:30	Evening 17:30 – 21:30	Facilities Required (FOC)
Beacon Room Seats 150 Theatre or 100 Cabaret	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Tower Room Seats 100 Theatre or 80 Cabaret	<input type="checkbox"/> Mon-Fri NA <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> Mon-Fri NA <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> Mon-Fri £85.00 <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 4 * Seats 16 Theatre or 8 Boardroom	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 3 * Seats 24 Theatre or 20 Boardroom	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 2 * Seats 20 Theatre or 16 Boardroom	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
* Rooms 2-4 When used as a breakout to larger rooms	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 4 £35.00	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 4 £35.00	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 4 £35.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad

Catering Requirements

Drinks	Hot drinks per cup. <input type="checkbox"/> Tea & Coffee including Herbal & Decaf £1.20 <input type="checkbox"/> As above plus selection of biscuits £1.40	Constant Hot Drinks <input type="checkbox"/> Tea & Coffee including Herbal & Decaf £3.25 <input type="checkbox"/> As above plus selection of biscuits £3.75	Cold Drinks <input type="checkbox"/> Fruit Juice, Sparkling and Still water by arrangement.
Food	Hot Sandwiches and Rolls Bacon, Sausage, Egg from: £2.50		
Buffet Lunches	Single course cold buffet <input type="checkbox"/> Selection of Sandwiches, Savouries and Crisps £5.50 per head.	Two course cold buffet <input type="checkbox"/> Selection of Sandwiches, Savouries and Crisps plus <input type="checkbox"/> Cake or <input type="checkbox"/> Fruit £6.75 per head.	Two course Hot buffet <input type="checkbox"/> Choice of Curry, Chilli or other hot meals with Rice, Jacket Potatoes or Chips and Apple pie and cream or custard. From £8.75 per head.

Important - Catering numbers must be confirmed 3 days before the event.

We always provide a vegetarian food option as standard. Please inform us of any other dietary requirements. Hot lunchtime snacks including Jacket Potatoes, Paninis, Toasted Sandwiches etc are served daily in our in-house Bistro. We ask that delegates order and pay for these in advance to save waiting time during the busy lunch period.

Please note – some of our products may contain nuts or other allergens, please advise us if this may be a problem. Only food supplied by our Bistro can be consumed within our premises except with prior written agreement.

Cancellation Charges

In the event of a cancellation, the charges will be as follows:

<i>Over 6 weeks before event</i>	<i>No charge</i>
<i>4 – 6 weeks before event</i>	<i>25% room hire charge only</i>
<i>2 – 4 weeks before event</i>	<i>50% room hire charge only</i>
<i>1 – 2 weeks before event</i>	<i>100% room hire charge only</i>
<i>0 – 7 days before event</i>	<i>Full charge</i>

Please visit our Website at www.staffordbeacon.co.uk

booking form january 2017.docx

All prices are exclusive of VAT