



ORT House Conference Centre

Booking Form

Please return this form using the details below

I would like to provisionally book the following facilities:

Name

Job title

Company

Address

Postcode

Telephone Fax

Email

Date of your booking/event:

Time of day: Full-day (9am-5pm) Half-day (4 hrs, from ___ to ___)

Number of delegates (approx):

Room:

- Delancey Theatre
- Arlington Room
- Albany Room
- IT Suite
- Regents Room
- Mornington Room
- The Albert Street Boardroom
- The Hawley Room
- The Oakley Room

Layout:

- Theatre Style
- U-Shaped
- Boardroom Style
- Other

Equipment:

- Data Projector
- Computer
- TV and Video
- OHP
- Flipchart
- Plasma Screen
- Other

Refreshment serving times:

Serving 1

Serving 2 (lunch)

Serving 3

Lunch menu choice

- Menu 1** Sandwich Lunch
- Menu 2** Working Lunch
- Menu 3** Chef's Choice

Signed Date

I do not give consent for my name and contact details to be held on a secure database. These details will only be used to send further marketing or information media about products or services similar to those detailed here.

I do not give consent for my contact details to be passed to other organisations in related fields for marketing purposes.

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