

# THORNHILL CENTRE

## Seminar / Conference / Training Event Booking Form

Thornhill Centre, Excalibur Drive, Thornhill, Cardiff CF14 9GA  
Tel 029 2075 9995 Fax 029 2075 7221 E-mail: reservations@thornhillcentre.co.uk

**Organisation name** .....

Address .....

incl post code .....

Contact name .....

Phone ..... Fax .....

Email address .....

Purpose of hire .....

.....

**Facilities required:**

Date(s) of hire .....

Times: from ..... to .....

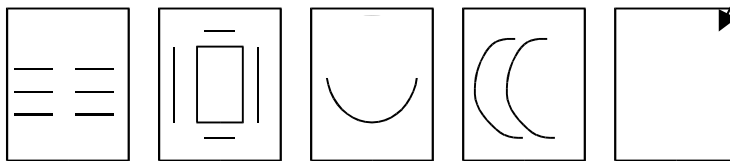
Room required: *please tick your selection*

- |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>MAIN HALL</b>         | <b>LOUNGE</b>            | <b>SEMINAR 1</b>         | <b>SEMINAR 2</b>         |
| Up to 150 delegates      | Up to 12 delegates       | Up to 30 delegates       | Up to 30 delegates       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Equipment required: *please tick your selection*

- |   |   |
|---|---|
| <input type="checkbox"/> video & 28" tv | <input type="checkbox"/> video & projector / 10' screen, connectable to your laptop |
| <input type="checkbox"/> Lectern        | <input type="checkbox"/> White board  |
| <input type="checkbox"/> PA system      | <input type="checkbox"/> overhead projector   |
| <input type="checkbox"/> Other .....    |   |

Seating layout required: *please tick your selection or sketch your preferred format*



Catering required: *please give numbers against each requirement*

	Coffee & tea	Orange juice	Mineral water
On arrival			
Mid morning			
Lunchtime			
Mid afternoon			

Buffet lunches:

On behalf of the above organisation, I apply to use the Thornhill Centre for the use stated. I agree to the terms & conditions overleaf, and to pay all costs associated with the hire.

Signed ..... Name ..... Date .....

*Please make cheques payable to Thornhill Centre*

For office use	Value of let: £	Deposit rec'd: £	Invoice raised? <input type="checkbox"/>	Balance rec'd ? <input type="checkbox"/>	Initialed:
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