



Receptions & Events Booking Form

Please complete the below form to confirm your booking here at Centre for Computing History. Once submitted you will be contacted with written confirmation.

Client Details

Company Name	
Organisers Name	
Contact Name In attendance on the day if different from above	
Billing Address	
Telephone Number	
Email Address	
Name of Event	

General Details

Date of Event	
Arrival Time	
Departure Time	
Number of Guests	

Room Requirements

Catering Requirements (please complete if appropriate)

Nibbles	
Canapés	
Finger Buffet	
Sandwiches	
Cheese	
Fruit	

Drink Choices

Tea/Coffee	
Soft Drinks / Water	
Wines	

Dietary Information

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Additional Information

Car Parking

Y / N

If yes, how many cars do you expect to arrive?

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Other Information

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Have you had any contact with a member of the Events Team prior to completing this form? Please indicate:

Elaine Symonds

Jeremy Thackray

Please note:

Final Numbers must be confirmed in writing five working days prior to the date of the function.

By completing this form you are now subject to the Terms and Conditions of the Centre for Computing History .

Signed	
Name	
Date	

Booking Terms & Conditions

Provisional bookings may be made either verbally or in writing by contacting the Centre for Computing History.

Confirmed bookings. Bookings are considered provisional until confirmed in writing by return of the attached booking form.

Menu and wine choices, special dietary requirements and other information relating to your booking must be sent to the Centre for Computing History at least two weeks before the date of the function.

If relevant, a set menu should be chosen by event organisers for their entire group. A choice of menus can be provided for vegetarian or other special dietary requirements.

Final numbers must be confirmed in writing at least five full working days prior to the date of the function. Accounts will be based upon the final number, or the attendance figure, whichever is the greater.

Prices listed include – room hire, service, linen and flowers on the tables.

Prices indicated allow for events to commence from 10.00am and to finish no later than 5.00pm. Additional charges will be incurred if staff run into overtime whilst preparing, serving or clearing functions outside these periods.

Formal table plans and place cards are the responsibility of the organiser.

Payment terms are 30 days net after the date of invoice. Overdue accounts will be charged compound interest at the rate of 5% per month.

Insurance. The Centre for Computing History's insurance covers public liability claims where the Centre is deemed to be liable. The organisation making the booking shall indemnify the Centre for Computing History against damage to Centre for Computing History property caused by those attending the function.

Force Majeure. The Centre for Computing History shall not be held liable for circumstances beyond its reasonable control that may prevent the Centre for Computing History from meeting its obligations in respect of a booking.

Smoking Policy. Smoking is prohibited on the premises .

Cancellation. In the event of a confirmed booking being cancelled the organiser will be charged an administrative fee of £20.00 per person based on the numbers indicated on the function booking form/letter of confirm.