



Events Booking Form

Please complete the form below to confirm your event booking at the 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	

A: Rene Court, Coldhams Road, Cambridge, CB1 3EW
T: 01223 214446

W: www.computinghistory.org.uk
E: events@computinghistory.org.uk

Room Requirements (theatre, cabaret or boardroom setup)

Hauser Studio	
Main Gallery	
Front Foyer	

Extras

Lectern	
AV setup	
Museum Tour	

Catering Requirements (please complete if appropriate)

Lunch/Evening Buffet	
Morning/Afternoon snacks	

Drink Choices

Tea/Coffee	
Soft Drinks/Water	
Wine/Beer (over 18 years old evening events only)	

Specific Dietary Requirements

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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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Please note:

Final Numbers must be confirmed in writing ten 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.

Final numbers must be confirmed in writing at least 10 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.

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 50% the cost quoted.