

NORMAN HOUSE BOOKING REQUEST FORM

Company:	Contact:
Address:	Tel No:
E-mail:	

Title and Date of Event:

Security and Fire Regulations State that all attendees must be checked in and out, and that name badges must be worn at all times.

We provide an all inclusive delegate rate which includes, Room Hire, Tea, Coffee, Biscuits (3 servings), The Nippy Buffet, OHP, Flipchart and pens, delegate pads and pens, WiFi, team member on hand to ensure the smooth running of your event.
(Please indicate below if this is the required option).

<i>DELEGATE PLAN REQUIRED</i>	<i>No of Attendees</i>
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<i>ROOM</i>	<i>Room Required</i>	<i>Time Required</i>	<i>No of Attendees</i>
ATLANTA 1 (max cap. 40)			
ATLANTA 2 (max cap. 40)			
ATLANTA COMBI. (max cap. 80)			
INVADER (max cap.30)			
CONQUEST (max cap. 6)			

<i>ROOM LAYOUT OPTIONS</i>	<i>Layout Required</i>
BOARDROOM	
U-SHAPE	
CLASSROOM	
THEATRE	
CABARET	

<i>CATERING REQUIREMENTS</i>	<i>Plan Req.</i>	<i>Req. Serving Times</i>	<i>No. Of Persons</i>	<i>Dietary Req.</i>
Tea and Coffee				
Tea, Coffee and Biscuits				
The Motobyk				
The Nippy				
The Roadster				
The BS2 Deluxe				

Additional Requirements (Please indicate no. Required)				
Pads & Pens	Flip Chart & Pens	Projector & Screen	Plasma	WiFi
Laptop	Photocopying	Fax facility	Additional Requirements	

Return to: Norman House Kent Ltd, Norman House, Beaver Business Park, Beaver Road, Ashford, Kent, TN23 7SH.
Tel:- 01233 664400, Fax:- 01233 646709, E-mail: premises@carers-ashford.org.uk