

Residential Centre Booking Form

Please complete this form and send to the Functions & Facilities Manager along with a £200 deposit to secure your booking.

Name of Group	
Name of Organiser	First Name :
	Last Name :
Contact Details	Phone:
	Email:
Arrival Date	
Departure Date	
Target Number of Attendees	Adults:
	Youth (age 11-16):
	Child (age 4-10):
	Child (under 4):
We require to use the:	Whole Residential Centre (Min 70, Max 99)
	Main Residential Building (Min 45, Max 69)
	Cedar Centre (Min 22, Max 30)
We require the following catering requirements:	Full Board:
	Half Board:
	Bed & Breakfast:

Extras

Bed Linen	
PA Equipment	
Extra Meals	
Extra Rooms Required	Seminar Room:
	Lecture Room:
	Wessex Auditorium:
	Sports Hall:

I enclose a non-returnable deposit of £200 to guarantee my booking

Our Insurer Is: _____
 You are advised to ensure that you have adequate insurance cover for your stay

Moorlands College reserves the right to refuse any booking with unsatisfactory cover.

I have read & agreed to the terms & conditions provided and submit this form as the confirmation of the booking. This signed booking form, together with the Terms and Conditions form a Contract Hire between the group named and Moorlands College.

Signed:

Date:

Please keep a copy of this form for your records