

DISCOVERY CENTRE CONFERENCE ROOM BOOKING FORM

PLEASE RETURN COMPLETED FORM TO

Joanna Walsh, The Discovery Centre, Millennium Coastal Park, North Dock, Llanelli, SA15 2LF
Or ring direct on 01554 777744

Name of Organisation:																	
Please state if an Internal Department:																	
Invoice Address:																	
Name of Person Organising Meeting: Name of Person Chairing Meeting: Trainer's Name (if applicable):																	
Tel. no:	Email:																
Date of Meeting: (please note, window cleaners are on the premises until 9.30 am on Wednesdays)																	
How many delegates?																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Charge:</th> <th style="width: 30%;">Please tick:</th> </tr> </thead> <tbody> <tr> <td>Full day £70 (9 am to 5 pm)</td> <td></td> </tr> <tr> <td>Half day (max 4 hrs) £45</td> <td></td> </tr> <tr> <td colspan="2"><i>Additional charge £15 per hour or part thereof after 5pm. 10 pm close.</i></td> </tr> <tr> <th style="width: 70%;">Weekend Charge:</th> <th style="width: 30%;">Please tick:</th> </tr> <tr> <td>Full Day £140</td> <td></td> </tr> <tr> <td>Half Day (max. 4 hrs) £90</td> <td></td> </tr> <tr> <td colspan="2"><i>Additional charge £20 per hour or part thereof after 5pm. 10 pm close.</i></td> </tr> </tbody> </table>		Charge:	Please tick:	Full day £70 (9 am to 5 pm)		Half day (max 4 hrs) £45		<i>Additional charge £15 per hour or part thereof after 5pm. 10 pm close.</i>		Weekend Charge:	Please tick:	Full Day £140		Half Day (max. 4 hrs) £90		<i>Additional charge £20 per hour or part thereof after 5pm. 10 pm close.</i>	
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Schedule	Time																
Arrival/Set up																	
Conference/Meeting Start																	
Mid Morning Break																	
Lunch																	
Afternoon Break																	
Conference/Meeting Finish																	
Departure																	

CONFERENCE ROOM REQUIREMENTS

Room Layout	Capacity	Style Required (please tick)
Theatre	30	
Boardroom	18	
Square	10	
Reception	40 max	

CONFERENCE EQUIPMENT REQUIRED

Equipment Available	Cost	Equipment Required (please tick)
Wall mounted plasma screen for PowerPoint Presentations	£20	
Use of Laptop	£5	
DVD – Video	£15	
Flip Chart (includes paper/pens)	£10	

CAR PARK REQUIREMENTS

PLEASE PARK IN THE STAFF BAYS SITUATED EITHER END OF THE BUILDING AND GIVE REGISTRATION NUMBERS ON ARRIVAL AT THE MEETING.

VEHICLES MAY BE CLAMPED IF REGISTRATION NUMBERS AREN'T LOGGED

CONFIRMATION

I am pleased to confirm that the details above are correct.

Signed

Name (please print)

Company

**FOR ALL CATERING AND REFRESHMENT REQUIREMENTS
PLEASE COMPLETE THE ENCLOSED BOOKING FORM AND
RETURN TO FLANAGANS.**