|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Event Details/Title |  | | | | | |
| Date of Event |  | | | | | |
| Time of Event |  | | | | | |
| Organiser/Contact Name |  | | | | | |
| Contact Number |  | | | | | |
| Department/Directorate |  | | | | | |
| Budget Code/Invoice Details ***this section must be completed or you will not get your order*** |  | | | | | |
| Room Number  (please tick)  ***\*Please book the dining room alongside the Lecture Theatre if you have booked any drinks/lunch by ringing ext 57838*** | Lecture Theatre/ Dining Room **\*** | Room 1 | Room 2 | Room 3 | Room 4 | Room 6 |
|  |  |  |  |  |  |

**Events booklet is available for catering prices**

|  |
| --- |
| (Please note you will only be charged for what you use) |
| Hot Drinks Please tick |  | Is lunch being provided by catering at the trust or outside?  **If you would like the education team to order food, please let us know**   * Trust BTH * Outside (please state where) | Please specify break times | |
| Biscuits How many |  |  |  |

|  |  |
| --- | --- |
| Do you have internal / external speakers | * Internal * External |
| Do you require use of the AV equipment | * Yes * No |
| ***For any external presenters please make sure their presentations are compatible with our systems.*** | |
| *Additional information* | |

|  |  |
| --- | --- |
| **Signed** |  |
| **Print** |  |
| **Date** |  |

**Important information** – If car parking arrangements are not made in advance for your Meeting/Training/Event/Conference, all staff attending will be required to park off site and the Car Parking Office will not be permitted to exchange tokens.

if you are arranging a conference/event or training day in the Education Centre please contact  Sandra Rudd [s.rudd@nhs.net](mailto:s.rudd@nhs.net) or Phillip Hoare [phillip.hoare1@nhs.net](mailto:phillip.hoare1@nhs.net) prior to arranging to ensure the Trust are able to provide parking facilities for your event

* Please send a copy of the programme for the day as soon as possible.
* *Please be aware if you need to change the layout for the rooms booked, you must organise this yourselves and make sure the rooms are put back to their original layout after the event.*

**\* Cancellations must be received 48 hours prior to the event, all cancellations need to be made via email(bfwh.hpecroombookings@nhs.net) to avoid charges**

|  |  |  |  |
| --- | --- | --- | --- |
| Used | Total |  | Total |
| Coffee |  | Biscuits |  |
| Tea |  |  |  |
| Hot Chocolate |  |  |  |

***OFFICE USE ONLY***