**Please ensure this form is completed along with departmental budget code**

**and returned to bfwh.hpecroombookings@nhs.net prior to your meeting/event taking place**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event Details/Title** |  | | | | | |
| **Date of Event** |  | | | | | |
| **Time of Event** | **Start: Finish:** | | | | | |
| **Organiser/Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Department/Directorate** |  | | | | | |
| **Budget Code/Invoice Details *this must be completed to ensure your order is placed*** |  | | | | | |
| **Room**  **(please tick which room(s) you have booked)** | **Lecture Theatre/ Dining Room \*** | **Room 1** | **Room 2** | **Room 3** | **Room 4** | **Room 6** |
|  |  |  |  |  |  |

**\*If you have booked the Lecture Theatre and require refreshments/lunch, please also ensure the Dining Room is booked alongside this. Please ring ext 57838**

**Refreshments**

|  |  |
| --- | --- |
|  | **Required Please tick**  **(Please note you will only be charged for what you use)** |
| **Hot Drinks:** | **Tea how many: ……………**  **Coffee how many: ……………**  **Hot Chocolate how many: ..…………..** |
| **Biscuits** | **how many: ……………….** |
| **Catering**  **(PLEASE PRE ORDER)**  **For catering questions please email bfwh.hpecroombookings@nhs.net**  **All catering needs to be ordered through the same email address** | * **Yes** * **No** |

**Authorisation**

|  |  |
| --- | --- |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Used | Total |  | Total |
| Coffee |  |  |  |
| Tea |  | Biscuits x3 |  |
| Cadburys Chocolate |  |  |  |

*OFFICE USE ONLY*