

East Brighton Golf Club Conference Booking Form

Company		Company Organiser	
Address		Date of Conference	
Telephone No:		Email address	
Fax No:		Mobile No:	
Guest Numbers <i>(Insert how many of each)</i>	Facilitators Delegates	Additional Notes including any GOLF requirements	
Room Set Up <i>Please tick</i>	<input type="checkbox"/> Theatre style <input type="checkbox"/> Boardroom style <input type="checkbox"/> Classroom style		
Equipment Hire <i>Please tick</i>	<input type="checkbox"/> Projection Screen <input type="checkbox"/> OHP (acitate type) <input type="checkbox"/> Flip Chart <input type="checkbox"/> Additional items from equipment hire sheet	<i>Please tick items on hire sheet</i>	
Refreshments <i>Please tick</i>	<input type="checkbox"/> Mineral Water (litre bottles) <input type="checkbox"/> Orange Juice (jugs)	Confirm quantities when booking	
	Timings & Notes		
			Optional Refreshment Package Charged at £20 per delegate
			<i>Please tick as appropriate</i>
Arrive			Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Oak Room <input type="checkbox"/> Served in the Conference Room
Conference Starts			
Morning Break			Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Oak Room <input type="checkbox"/> Served in the Conference Room
Lunch Break		Please advise special dietary needs	Two Course Conference Lunch
Afternoon Break			Tea, Coffee & Biscuits <input type="checkbox"/> Served in the Oak Room <input type="checkbox"/> Served in the Conference Room
Conference Ends		Signed on behalf of the client	
PLEASE NOTE --- THE ACCOUNT MUST BE SETTLED IN FULL PRIOR TO DEPARTURE.			A range of additional golfing activities can be arranged to suit your specific requirements. Please ask for details when calling.

Please fill in pages 2 and 3, sign and return to East Brighton Golf Club along with the extra equipment hire sheet (if required)