

Booking Form

A booking is only considered confirmed and binding when The Organic Research Centre – Elm Farm has received a signed copy of this form. Booking subject to standard Terms & Conditions enclosed with this form.

Company Name	
Booking Contact	
Address	
Telephone	
Mobile	
Email	

Type of Event			
EVENT DATE			
Arrival Time		Departure Time	
Hire Charge (plus VAT)			
Surcharge of £10 per hour for evening and weekend events to cover staff costs			
Number of Participants (maximum number of attendees subject to agreement on room layout) Note: please have a list of names of all participants with you in case of Fire evacuation.			
Room Layout (theatre style, etc see sep sheet)			
IT and Other requirements (see separate sheet)			
Do you have 3rd Party Insurance (public liability)	YES / NO		
Likely number of Vehicles at event			
Lunch / Dinner required?	YES / NO		
Number for lunch / dinner			
Type of lunch / dinner			
Non-Refundable Deposit of 35.00 required to secure the booking - All charges subject to VAT Please make cheque payable to: The Organic Research Centre			

A surcharge for larger events/parties applies (please ask for details). We have the right to adjust hire costs at any time. We also have the right to charge additional costs for preparation and cleaning activities outside the booked hours.

I have read and agree to the Terms and Conditions* of Hiring the Organic Research Centre conference room:

Please return **SIGNED** copy (with deposit) to :

The Organic Research Centre- Elm Farm, Hamstead Marshall, Newbury, Berkshire, RG20 0HR
Tel: 01488 658298 Fax: 01488 658503 Email: suzanne.o@organicresearchcentre.com