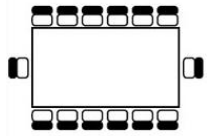
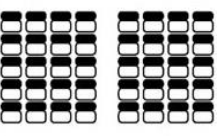
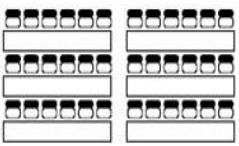
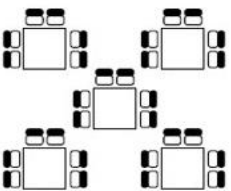
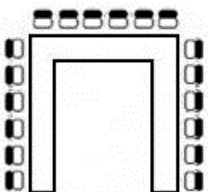


Company Name:		PO Number:	
Meeting title:		Contact Number:	
Lead Contact Name:		Contact Email:	
Invoice Address:			
Date:	Start Time:	End Time:	Room Required:
Room Layout: (See guidance notes)	Equipment:		
Boardroom		Flipchart Pad & Pens	
Theatre		LCD Projector	
Classroom		Laptop DVD/Video	
Cabaret		Microphone	
U-shape		Video Conferencing	
Other (please specify)		Skype	
Refreshments: 1 serving of Tea and Coffee is included in bookings up to 4 hours. Bookings over 4 hours include 2 servings (additional servings are charged at £1.60 + VAT per person)	Please See Separate Sheet for Food Options		
Tea/Coffee Serving Time:		Tea/Coffee Serving Time:	
Tea/Coffee Serving Time:		Tea/Coffee Serving Time:	
Other Relevant information:			
I/we confirm that we have read the terms and conditions of hire and agree on behalf of the organisation to comply with the conditions and be bound by them.			
Signature of applicant Date:.....			
Please email: devon.rick@wrestparkenterprise.co.uk Capability House, 31 Wrest Park, Silsoe, Bedfordshire MK45 4HR Tel.01525 306000 www.wrestparkenterprise.co.uk			

Room Layout	Conference Room	Board Room	Training Room	Meeting Room
 Boardroom	22 Delegates	13 Delegates	18 Delegates	8 Delegates
 Theatre	60 Delegates	N/A	30 Delegates	N/A
 Classroom	24 Delegates (2 delegates per table)	N/A	18 Delegates	N/A
 Cabaret	30 Delegates (without a screen)	N/A	24 Delegates	N/A
 U shape	25 Delegates (30 delegates closed square)	N/A	22 Delegates	N/A

Additional Equipment

Room prices include the supply of flipchart and pens, OHP and screen. Please list any additional equipment required on your booking form. The WPE team are happy to provide you with any assistance you may need in setting up and positioning equipment. Please note that all equipment is subject to availability.

Video and audio conferencing are charged separately – please ask for details.

	Capability House		Endeavour House	Enterprise House
	Conference Room (25–60 delegates)	Boardroom (12 delegates)	Training Room (18-24 delegates)	Meeting Room (up to 8 delegates)
Room price per half-day* (Exclusive of VAT)	£218	£134	£181.50	£104
Room price per day (Exclusive of VAT)	£382	£238	£352	£187
Room price per hour (Exclusive of VAT)	N/A	£36	£45.75	£31.50

***Half-day (Monday – Friday): 9am - 1pm / 1pm - 5pm**

N.B. Bookings which do not fall within day/half-days or run over agreed times will be liable to a surcharge

1 serving of Tea and Coffee is included in bookings up to 4 hours. Bookings over 4 hours include 2 servings (additional servings are charged at £1.60 + VAT per person)

Terms & Conditions of Business

Prices

All prices quoted are subject to VAT at the standard rate. Prices are reviewed annually on the 1st September. All bookings after this date will be charged at the new rate.

Bookings

All provisional bookings must be confirmed by completion of a booking form within 14 days. If no booking form is received WPE reserve the right to re-sell the facility.

Any equipment required for the booking must be ordered in advance to ensure availability. Final numbers must be confirmed not less than 7 days prior to the event. Special dietary requirements should also be advised at this time. Regretfully, numbers confirmed at this time must be paid for even if subsequently cancelled.

All catering and refreshments will be supplied by WPE, unless otherwise agreed.

Surcharge

The Management Team reserves the right to charge a sum equal to 2 hours for bookings which do not fall within the day/half-day session times of 9am - 1pm / 1pm - 5pm (Monday - Friday).

Management also reserves the right to charge a sum equal to the hourly rate for the room in use where a meeting overruns the agreed time. The minimum surcharge will be equal to 1 hour irrespective. Please note that the conference room is charged at £67.00 per hour.

Payment

All invoices are due for payment within 30 days of the invoice date.

Payment will be in the form of a card payment, direct debit or by BACs.

Cancellation by the client

Any cancellation must be in writing. This applies to all events that have been confirmed.

In the event of a cancellation the following scale of charges will apply:

Less than 2 full working days before the event	100%
Less than 5 full working days before the event	50%
Less than 10 full working days before the event	15%

Changes/Cancellation by WPE

The management reserves the right to re assign a booking to an alternative room.

WPE reserves the right to move the client to a different room if the numbers using the room exceed the number booked and to charge for the larger room.

In the event that WPE is unable to fulfil the booking for a client due to forces beyond their control, WPE will work with the client to source an alternative venue.

WPE reserves the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In this case WPE will not be liable for the payment of any compensation to the hirer or any other person.

In the event of the occurrence of a force majeure the obligations of WPE will be suspended.