



Meeting Space Booking Form

Please complete the following information: -

First Name:	Surname:
Organisation:	
Address:	
Postcode:	Telephone / Mobile:
Email:	

Please complete the booking details: -

Date of booking:	Number of attendees:
Start time:	Finish time:

Please specify room preference: -

Boardroom	<input type="checkbox"/>	Yurt	<input type="checkbox"/>	Activity Centre	<input type="checkbox"/>
Beech Room	<input type="checkbox"/>	Marquee	<input type="checkbox"/>		

Please specify any extra requirements: -

Tea, Coffee, and biscuits	<input type="checkbox"/>
Flipchart	<input type="checkbox"/>
Tearooms reservation	<input type="checkbox"/>
Packaged lunch	<input type="checkbox"/>
Projector screen	<input type="checkbox"/>

We can offer flexible room layout options. Please advise of any preferences here to include tables, chairs, and seating arrangements:

For further information about how we use and protect your information please view our privacy policy at <https://shuttlewood-clarke.org/about-us/privacy/>

Signature:

Date:

Please return this form to: Manor Coordinator, Shuttlewood Clarke Foundation, Ulverscroft Manor, Priory Lane, Ulverscroft, Leicestershire, LE67 9PH or email hello@shuttlewood-clarke.org. If you would like to discuss the booking further, please call 01530 245860.

We would love to keep in touch with you to tell you about our work and how you can support it. Please tick the box if you would like to receive these emails.

Additional Information

Due to our location, please be aware that the Wi fi connection may be intermittent, therefore it would be beneficial to provide your own internet access.

VGA and HDMI connection points are provided for projector screen use. Please note that cables are not provided.

Please be advised that an additional £15.00 charge per day will be applied for heating in the yurt in cold weather.

Unlimited tea, coffee, and biscuits are charged at £4.00 per person, per booking.

Please ask for details of menu or packaged lunch options served at Ulverscroft Grange tearooms (a short distance walk – Approximately 15 minutes or 2 minutes by car).

OFFICE USE ONLY

Date received:

DD/MM/YY

Payment received:

DD/MM/YY

Invoice sent

DD/MM/YY