

Cynthia Spencer Meeting Room

Pondwood House, Pondwood Close, Moulton Park, Northampton, NN3 6RT

Phone: 01604 973340

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MEETING ROOM BOOKING FORM

Welcome to the Cynthia Spencer Meeting Room, a well-equipped conference facility which is ideal for conferences, meetings, training sessions and corporate away days.

All proceeds from the meeting room go directly to supporting Cynthia Spencer Hospice Charity.

Facilities available in the room are an overhead digital projector and interactive wipe screen, WIFI, whiteboard and flip chart.

Catering: Tea, coffee, water and biscuits are complimentary. Additional catering can be arranged to your taste and budget. You can either arrange catering yourself or we can book it for you but we will charge a 20% surcharge. We are happy to advise on catering establishments in the area. If you would like to organise your own catering we will apply the following surcharge:

£10 for 1-10 people

£20 for 11-30 people

£30 for 31-60 people

Rates:

Rate	1 - 10 People	1 – 30 People	1 – 60 People
Hourly	£25 per hour + VAT	£50 per hour + VAT	£75 per hour + VAT
Half day (9 – 12:30 or 13.00 – 17:00)	£75 + VAT	£150 + VAT	£250 + VAT
Full day (9 – 17:00)	£150 + VAT	£275 + VAT	£350 + VAT

We can also accommodate Breakfast and Early Evening Networking events. Please contact to Charlotte Jones or Paula Solomon on 01604 973340 for further details.

Capacity: 60 people maximum capacity, see the room sheets for the maximum capacity per style.

Mobility: Disable access to the conference facility is available on prior notification.

Parking: Free onsite parking

Payment Terms: Invoices are payable within 14 days. Overdue invoices will be charged 5% each month until payments are made in full.

Deposit: A 50% non-refundable deposit is required on booking.

Cancellation Policy: Cancellation within one calendar month will incur a 100% fee.

Company/ Individual	Contact Name	Title of Meeting

Room Hire Date	Number of Delegates	Email contact address

Customer address and contact number	Total time room required
Purchase order number..	From To

Layout Required	Max. People	Tick	Equipment needed	Quantity
Theatre	60		Flipchart and Pens	
Classroom	44		Overhead Projector	
Hollow Square	40		Interactive White Board	
Seater Boardroom	34		White Board	
Seater Cabaret	40		WIFI	

	Please Indicate Quantities Required			
Time to be served				
Coffee (Flask)				
Tea (Flask)				
Orange Juice (Jug)				
Chilled Tap Water (Jug)				
Still Water (Bottle)				
Sparkling Water (Bottle)				
Biscuits				
Breakfast				
Lunch				
(Details of rates below)				

	Price
Coffee (Flask)	Complimentary
Tea (Flask)	Complimentary
Orange Juice (Jug – serves 6)	£3.50
Chilled Tap Water (Jug)	Complimentary
Still Water (Bottle – serves 8)	£2.50
Sparkling Water (Bottle – serves 8)	£2.50
Biscuits	Complimentary
Breakfast	Outside catering – menus provided + a 20% surcharge
Lunch	Outside catering – menus provided + a 20% surcharge

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