

Function date		Day	
Function Organiser			
Function Host			
Function Name			
Ext number			
Mobile number			
E-mail address for invoicing			
Start time		Finish time	
Main room			
Audio visual equipment			
Lite Pro	Yes	No	
Room layout <small>(please see table on page 2)</small>			
Number of delegates <small>(needed 2 days in advanced)</small>			
Food selection			
<b>We will order direct from Aramark</b>	<b>Are there any Vegetarians?</b>		
Additional Refreshments Required	am lunch pm		
Additional information			
Prices			

Business unit				
Invoicing Address				
Bp Company	Chemicals	International	Other (please state)	
<b>Cost code - BP</b> <b>Purchase order num -JCI</b>	GL Number -			
Signed Date				

I confirm that I have read & accept the conditions of booking.  
 Please return to [meadhurst.conference@leisureconnection.co.uk](mailto:meadhurst.conference@leisureconnection.co.uk)  
 Or fax to 01932 764 291

## & general information

- Each room comes with one flip chart & pens.
- Refreshments must be forwarded no less than 7 days in advance of your conference.
- All audio visual equipment required for your room must be specified on your booking form.
- All requirements for Aramark food must be ordered directly by the Meadhurst. No less than 48 hours in advance.
- Food will be served in your room.
- Full Day room hire access is between 8.30am – 5.30pm.
- Additional conference administration is available by prior agreement.
- There is no access to Bp intranet or Bp digital services.
- Notification of cancellation of the event should be forwarded In writing 7 working days before your function, otherwise a cancellation Fee of 50% will be charged. Please ensure you receive a reply to your Cancellation advice.
- Fire alarm testing is carried out on Mondays after 9.00 am.
- Fire assembly point by the Tennis courts at the front of the building.  
Bomb threat assembly point at the far end of the main field.
- Fire & Emergency instructions will be put in your room.
- **All Conference bookings are provisional until a signed booking form a long with a cost code number has been received.**

Room	Full day	Boardroom	Classroom	U-shaped	Theatre	Cabaret
Far lounge	£90.00	-	-	-	-	17
Magnus	£150.00	14	-	12	-	-
Windsor	£150.00	30	22	27	65	-
Ascot	£175.00	-	-	-	80	60