**Conference and Meetings Booking Form**

Please complete the below form to confirm your booking here at Stoke on Trent College. Once submitted you will be contacted by a representative of the Conferences and Events Office with written confirmation.



Client Details

|  |  |
| --- | --- |
| **Company Name** |  |
| **Organisers Name** |  |
| **Contact Name**  In attendance on the day if different from above |  |
| **Event Taking Place** |  |
| **Billing Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Name of Event** |  |
| **Is there any known or Likely media interest in the prosed event** |  |

General Details

|  |  |
| --- | --- |
| **Arrival Date** |  |
| **Arrival Time** |  |
| **Departure Time** |  |
| **Number of Delegates** |  |

Room Requirements

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Equipment Requirements (please complete if appropriate)

|  |  |
| --- | --- |
| **Computer Access guest login** |  |
| **Flipchart** |  |
| **TV and Smart Screen** |  |
| **Wireless Internet** |  |

Catering Requirements (please complete if appropriate)

|  |  |  |
| --- | --- | --- |
|  | **Quantity** | **Time** |
| **Registration Tea & Coffee & Danish** |  |  |
| **Morning Tea & Coffee** |  |  |
| **Classic Package** |  |  |
| **Premium Package** |  |  |
| **Corporate Package** |  |  |
| **2 Course Sit Down Lunch** |  |  |
| **Afternoon Tea & Coffee** |  |  |
| **Please attach a copy of your program details if available** | | |

Additional Information

**Car Parking** Yes No

**If yes, how many cars do you expect to enter college?**

|  |
| --- |
|  |

**Signage from Pedestrian Entrance/ Car Park** Yes No

**If yes, signage to read:**

|  |
| --- |
|  |

Please send a company logo if required

**Other Information**

|  |
| --- |
|  |

**Have you had any contact with a member of the Conferences and Events Office prior to completing this form? Please indicate:**

|  |  |  |
| --- | --- | --- |
| **Susan Macmillan** | Yes | No |
| **Dawn Vincent** | Yes | No |

**Please note:**

**Final Numbers must be confirmed in writing three working days prior to the date of the function.**

**By completing this form you are now subject to the Terms and Conditions of Stoke on Trent College**

**Conferences and Events Office.**

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room No** | **Room** | **Horseshoe Style** | **Cafe Style** | **Boardroom Style** | **Theatre Style** |
| AEB | A-Block Executive Boardroom | 18 | NA | 20 | 20 |
|  | A – Block Lecture Theatre | NA | NA | NA | 90 |
| LF02 | LF02 Steelite Conference Room | 20 | 16 | 22 | 30 |
| LS01 | LS01 Lifestyle Boardroom 1 | 18 | 24 | 20 | 40 |
| LS02 | LS02 Lifestyle Boardroom 2 | 18 | 24 | 20 | 40 |
| LS01 & LS02 | Boardrooms opened out. | 36 | 48 | 40 | 90 |

