



2019

beacon conferencing

CONFERENCE & EVENT BOOKING FORM

Beacon International Centre,
Unit 22 Anson Court, Dyson Way
Staffordshire Technology Park
Stafford ST18 0GB
Tel: **01785 212504 (8:30am-5:00pm)**

Enquiries: beaconconference@thebeaconchurch.com

Accounts: BICconferencing@gmail.com

Name & Address:	
Telephone	
Email	

Invoice Address (if different):	
Telephone	
PO Number	

General Event Information

Event Date		Event Title	
No of Facilitators		Contact on Day	
No of Delegates		Total Attendees	

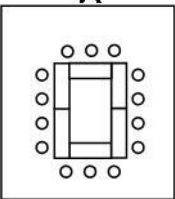
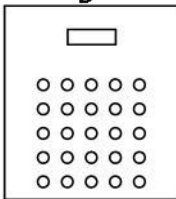
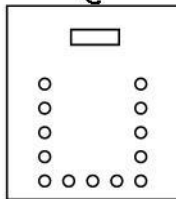
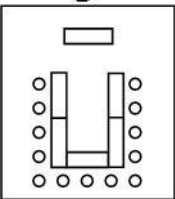
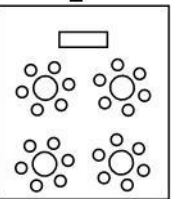
Timetable

Times

Additional Notes

Earliest Arrival		Where did you hear about us?
Arrival Refreshments		
Event Start		
Mid Morning Break		
Lunch Time		
Mid Afternoon Break		
Event Finish		
Departure		

Room Layout

A  Boardroom
 B  Theatre
 C  Horseshoe
 D  Horseshoe with tables
 E  Cabaret

Signed	Not required if returning by email	Print Name	
Position		Date	

NB PLEASE ALSO COMPLETE PAGE TWO TO DETAIL FACILITIES AND CATERING NEEDS

Please visit our Website at www.staffordbeacon.co.uk

booking form 2019

All prices are exclusive of VAT

Room Hire

	Morning 08:00 – 12:30	Afternoon 1:00 – 17:30	Evening 17:30 – 21.30	Facilities Required (FOC)
Beacon Room Seats 150 Theatre or 100 Cabaret	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> Mon-Fri £105.00 <input type="checkbox"/> Sat £130.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 5 Seats 50 Theatre or 30 Cabaret or 28 Boardroom	<input type="checkbox"/> Mon-Fri £80.00 <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> Mon-Fri £80.00 <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> Mon-Fri £80.00 <input type="checkbox"/> Sat £105.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 3 * Seats 24 Theatre or 20 Boardroom	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> Mon-Fri £55.00 <input type="checkbox"/> Sat £75.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
Room 2 * Seats 20 Theatre or 16 Boardroom	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> Mon-Fri £50.00 <input type="checkbox"/> Sat £65.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
* Rooms 2, 3 or 5 When used as a breakout to larger rooms	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 5 £55.00	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 5 £55.00	<input type="checkbox"/> Room 2 £35.00 <input type="checkbox"/> Room 3 £35.00 <input type="checkbox"/> Room 5 £55.00	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad

Catering Requirements

Drinks	Constant Hot Drinks all day <input type="checkbox"/> Tea & Coffee including Herbal & Decaf £3.25 per head <input type="checkbox"/> As above plus selection of biscuits £3.75 per head	Hot drinks per cup. <input type="checkbox"/> Tea & Coffee including Herbal & Decaf £1.20 per head <input type="checkbox"/> As above plus selection of biscuits £1.40 per head	
Food on arrival	<input type="checkbox"/> Bacon or sausage Bap £2.75	<input type="checkbox"/> mini Danish pastry 60p	
Buffet Lunches	Option 1 £4.25 per head. <input type="checkbox"/> Selection of Sandwiches,	Option 2 £5.50 per head. <input type="checkbox"/> Selection of Sandwiches, Savouries and Crisps	Option 3 £6.75 per head. <input type="checkbox"/> Selection of Sandwiches, Savouries and Crisps plus <input type="checkbox"/> Cake OR <input type="checkbox"/> Fruit

Important - Catering numbers must be confirmed 3 days before the event.

We always provide a vegetarian food option as standard. Please inform us of any other dietary requirements. Hot lunchtime snacks including Jacket Potatoes, Paninis, Toasted Sandwiches etc are served daily in our in-house Bistro. We ask that delegates order and pay for these in advance to save waiting time during the busy lunch period.

Please note – some of our products may contain nuts or other allergens, please advise us if this may be a problem. Only food supplied by our Bistro can be consumed within our premises except with prior written agreement.

Cancellation Charges

In the event of a cancellation, the charges will be as follows:

<i>Over 6 weeks before event</i>	<i>No charge</i>
<i>4 – 6 weeks before event</i>	<i>25% room hire charge only</i>
<i>2 – 4 weeks before event</i>	<i>50% room hire charge only</i>
<i>1 – 2 weeks before event</i>	<i>100% room hire charge only</i>
<i>0 – 7 days before event</i>	<i>Full charge</i>

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