



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](mailto:beaconconference@thebeaconchurch.com)

Accounts: [BICconferencing@gmail.com](mailto: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	

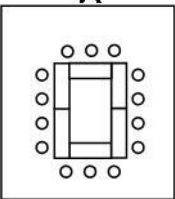
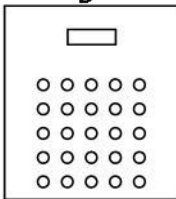
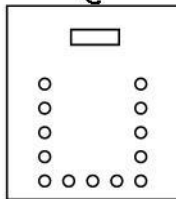
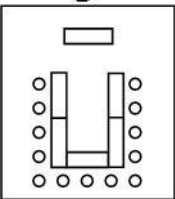
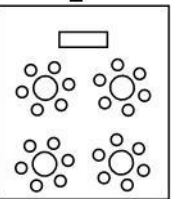
### Timetable

### 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 [beaconinternationalcentre.org](http://beaconinternationalcentre.org)**

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)
<b>Beacon Room</b> Seats 150 Theatre or 100 Cabaret	<input type="checkbox"/> Mon-Fri <b>£105.00</b> <input type="checkbox"/> Sat <b>£130.00</b>	<input type="checkbox"/> Mon-Fri <b>£105.00</b> <input type="checkbox"/> Sat <b>£130.00</b>	<input type="checkbox"/> Mon-Fri <b>£105.00</b> <input type="checkbox"/> Sat <b>£130.00</b>	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
<b>Room 5</b> Seats 50 Theatre or 30 Cabaret or 28 Boardroom	<input type="checkbox"/> Mon-Fri <b>£80.00</b> <input type="checkbox"/> Sat <b>£105.00</b>	<input type="checkbox"/> Mon-Fri <b>£80.00</b> <input type="checkbox"/> Sat <b>£105.00</b>	<input type="checkbox"/> Mon-Fri <b>£80.00</b> <input type="checkbox"/> Sat <b>£105.00</b>	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
<b>Room 3 *</b> Seats 24 Theatre or 20 Boardroom	<input type="checkbox"/> Mon-Fri <b>£55.00</b> <input type="checkbox"/> Sat <b>£75.00</b>	<input type="checkbox"/> Mon-Fri <b>£55.00</b> <input type="checkbox"/> Sat <b>£75.00</b>	<input type="checkbox"/> Mon-Fri <b>£55.00</b> <input type="checkbox"/> Sat <b>£75.00</b>	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
<b>Room 2 *</b> Seats 20 Theatre or 16 Boardroom	<input type="checkbox"/> Mon-Fri <b>£50.00</b> <input type="checkbox"/> Sat <b>£65.00</b>	<input type="checkbox"/> Mon-Fri <b>£50.00</b> <input type="checkbox"/> Sat <b>£65.00</b>	<input type="checkbox"/> Mon-Fri <b>£50.00</b> <input type="checkbox"/> Sat <b>£65.00</b>	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad
<b>* Rooms 2, 3 or 5</b> When used as a breakout to larger rooms	<input type="checkbox"/> Room 2 <b>£35.00</b> <input type="checkbox"/> Room 3 <b>£35.00</b> <input type="checkbox"/> Room 5 <b>£55.00</b>	<input type="checkbox"/> Room 2 <b>£35.00</b> <input type="checkbox"/> Room 3 <b>£35.00</b> <input type="checkbox"/> Room 5 <b>£55.00</b>	<input type="checkbox"/> Room 2 <b>£35.00</b> <input type="checkbox"/> Room 3 <b>£35.00</b> <input type="checkbox"/> Room 5 <b>£55.00</b>	<input type="checkbox"/> LCD Screen/Projector <input type="checkbox"/> Internet Access <input type="checkbox"/> Flipchart & Pad

## Catering Requirements

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