



Edinburgh Room Hire Booking Form

Company Details			
Name			
Address			
Postcode:			
Contact name:		Position:	
Tel No:		Fax:	
Email:			

Event Details			
Title of event:			
Event leader:			
No of attendees:			
Date:		Start time:	End time:
Tea/coffee required*:			Times required:
Lunch required*:			Time required:
Catering requirements (please list choice – options available on request)			
Any special dietary requirements:			
Preferred layout:			
<input type="checkbox"/> Theatre style <input type="checkbox"/> U shaped <input type="checkbox"/> Board room <input type="checkbox"/> Classroom <input type="checkbox"/> Other			
Required equipment:			
<input type="checkbox"/> White board <input type="checkbox"/> OHP <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> Flip chart <input type="checkbox"/> Multimedia projector			
<input type="checkbox"/> Video conferencing <input type="checkbox"/> Voice conferencing			
Special requests:			
<input type="checkbox"/> I have public liability insurance <input type="checkbox"/> I do not have public liability insurance (10% of room hire will be added)			

*additional charge applies – please see price list.

Payment Details			
<input type="checkbox"/> I enclose a cheque made payable to 'CAW Publishing Ltd'			
<input type="checkbox"/> Please invoice the company on the details above			
<input type="checkbox"/> Payment made by BACS Sort code: 60-11-30 Account No: 99674661			
Payment date:			
<input type="checkbox"/> I wish to pay by credit/debit card			
Card No: _____ / _____ / _____ / _____			
Expiry Date: ____ / ____ Valid From: ____ / ____ Security Code: _____			
Card Holders Signature:			
Name and address the card is registered to if different from above:			
<input type="checkbox"/> I have read and agree with the terms and conditions of hire.			
Name:		Signature:	

All room hires are arranged through CAW Publishing Ltd, a wholly owned subsidiary of The College of Animal Welfare.

Please return this form to:

CAW Publishing Ltd, Headland House, Chord Business Park, London Road, Godmanchester, Cambs PE29 2BQ
 Tel: 01480 422060 Fax: 01480 422089 Email: conference@kaw.ac.uk