

Details about You

Organisation / Society Name:

Your Address:

Invoicing Address *(if different)*:

Post Code:

e-mail address:

Phone No:

Charity No *(if applicable)*:

Contact Name: *(Please PRINT)*

Is your organisation registered as an Adult/Youth organisation with Durham County Council? Yes / No

Details about Your Event

Date(s):

Times(s):

No of Persons Attending:

Purpose:

Details of Accommodation Required

Do you need a named room(s), if so please indicate your requirements:

Please let us have full details of your room requirements. Please specify the number and types of room that you require:

Details of Equipment Required

Please advise if you require any equipment and if so where:

Your Catering Requirements

We are happy to provide a varied selection of catering during your stay with us, please detail your requirements here. Please tick your selection(s) and provide details as appropriate. Please advise on a separate sheet if you have any special dietary requirements or have any guest who is affected by specific allergens.

<input checked="" type="checkbox"/>	Catering Provided	Time Required	Number of Persons	Provided in Room No
<input type="checkbox"/>	Tea/Coffee and Biscuits on Arrival			
<input type="checkbox"/>	Morning Tea/Coffee and Biscuits			
<input type="checkbox"/>	Afternoon Tea/Coffee and Biscuits			
<input type="checkbox"/>	Finger Buffet	Buffet ref:		
<input type="checkbox"/>	Bottled Water / Fruit Juice			
<input type="checkbox"/>	Hot Meal	Type:		
<input type="checkbox"/>	Other (please specify):			
<input type="checkbox"/>	Other (please specify):			

Your Signature

I certify that I have read, understood and agree to the 'Accommodation, Facilities & Room Hire Standard Terms and Conditions', a copy of which has been provided to me.
I am over 18 and can confirm that any responsible individual responsible for this hire has full DBS Clearance if the letting involves children, I confirm that insurance arrangements are in place as per clause 26. Accommodation, Facilities & External Room Hire Standard Terms and Conditions.
I confirm that all licences required have been obtained prior to commencement of hire and that I agree to indemnify the College for any loss arising out of a breach of this agreement.

Signature:

Date:

Position:

- Please return the completed form to: Procurement and Contracts Manager, Contracts and Purchasing Unit, New College Durham, Framwellgate Moor, Durham. DH1 5ES who will instruct a member of the team to make contact. Alternatively you can e-mail purchasing@newdur.ac.uk
- A written quotation will be issued in respect of the booking, and at that time a deposit of 10% will be requested to confirm the booking.
- We look forward to your booking and welcoming you to New College Durham.