

Easton&OtleyCollege

Conference / Event Request Form

All fields must be completed for request to be accepted.

Event title	
Booking type	
Description of event	
Contact name	
Name of company	
Invoice address	
Person running event on day	
Contact telephone number	
Contact email address	
Room requested	
Number of persons	
Date of event	
Start time	
End time	
Catering required?	
Catering details	
Room set up details	
Furniture layout	
Multiple date booking	
Data projector required?	
Flip chart required?	
IT login required?	

Please forward completed request form to catering@eastonotley.ac.uk Please Note that no completed booking request form will be deemed as confirmation of a booking until an email has been sent to confirm all details and a deposit has been paid, as per our enclosed terms and conditions.