

Merseyside's Progressive Conference and Training Facility

Gateway Conference Centre Booking Form

Contact Name: _____ Contact Tel No: _____
 Organisation Name: _____ Event Name: _____
 Event Date: _____ Purchase Order No: _____

Room Hire:	✓	Room Layout:	✓
Conference Room 1		Boardroom	
Conference Room 2		Theatre style	
Meeting Room 1		Class room	
Meeting Room 2		U-Shape with tables	
Meeting Room 3		U-Shape with chairs	
Meeting Room 4		Speakers table	
Meeting Room 5		Reception	
Meeting Suite		Other (Specify)	
ICT/Training Suite			
Mezzanine Area (For Lunch/Refreshments, Registration)			

Catering Required: Yes No

(Please complete Buffet request form)

Numbers Attending:

Accessibility Requirements:

Time of event: Start _____ End _____
Access time required: From _____ To (exit time) _____

Sustainable Conference Packages:	✓	AV & Technical Equipment Hire: (Specify Below)
Day Delegate package: (State No.)		1.
24Hr Delegate package: (State No.)		2.
ICT Delegate package: (State No.)		3.
Room Only package:		4.
		5.

Refreshments: (Includes: Fairtrade Tea, Filter Coffee, Water & Biscuits)

Room to be served in:

On Arrival	Time	
Mid-Morning	Time	
With Lunch	Time	
Mid-Afternoon	Time	

Please complete all appropriate sections of the form and return to

The Gateway Conference Centre:

By fax: 0151 298 3201

By email: info@thegatewaycentre.org

By post: The Gateway Centre, 71 London Road, Liverpool, L3 8HY.

Signed on behalf of hirer

I have read and agree to abide by Gateway's Terms and Conditions of Hire

Date: Authorised Signature :