

Bee Academy Booking Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND RETURN TO:

 newbattlebees@gmail.com



Event Name

Event Date(s)

Person Responsible for booking:

Contact 2:

Name:

Name:

Address:

Address:

Postcode:

Postcode:



Event Details

Guest/Delegate Numbers

Are you representing an organisation?

Yes

Type of Event (e.g. Meeting, Training, Social)

Name of Organisation

Private/Public

Numbers Attending

Dates

Arrival Time (set up)

Event Start Time

Event End Time

Departure Time (clear up)

Set-up (e.g. Theatre, café, board room, training)

1.

2.

3.

4.

Continued

Catering Required (please refer to our catering leaflet)

Please let us know your catering requirements 2 weeks prior to the event with confirmation of final numbers 1 week prior to the event. Select your catering option (see Catering Information sheet) and indicate serving times required.

Dates	Option 1	Option 2	Time	Time	Time	Time	Time	Time
1.								
2.								
3.								
4.								

Confirmation of Booking:

I confirm that I have read the conditions of let and the NBA privacy notice. I agree that I will be responsible for ensuring compliance with these conditions. Hire and catering charges apply to events held up to 31 March 2019. Prices are subject to change from April 2019.

Name:	
Signature:	Date:

For NBA use only			
Date Received:		Added to calendar:	
Received by:		Confirmation issued:	

Please include in your invitations access information and instructions on where to find the entrance to the Bee Academy. N.B guests enter the building via four steps making it unsuitable for wheelchair access.