## Bee Academy Booking Form

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND RETURN TO:**

newbattlebees@gmail.com

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date(s)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Person Responsible for booking:</th>
<th>Contact 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
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<table>
<thead>
<tr>
<th>Postcode:</th>
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<table>
<thead>
<tr>
<th>Event Details</th>
<th>Guest/Delegate Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you representing an organisation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Name of Organisation</td>
<td></td>
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<tr>
<td>Private/Public</td>
<td>Numbers Attending</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Dates</th>
<th>Arrival Time (set up)</th>
<th>Event Start Time</th>
<th>Event End Time</th>
<th>Departure Time (clear up)</th>
<th>Set-up (e.g. Theatre, café, board room, training)</th>
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<tbody>
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*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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Time</th>
<th>Time</th>
<th>Time</th>
<th>Time</th>
<th>Time</th>
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</thead>
<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Added to calendar:</th>
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<table>
<thead>
<tr>
<th>Received by:</th>
<th>Confirmation issued:</th>
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</table>

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.