

# CONFERENCE BOOKING FORM

PLEASE COMPLETE AND FAX, E-MAIL or POST TO THE HOLLIES HOTEL

Name of Company		
Name of Contact		
Address of Company		
Cancellations	Conference Cancellation – 14 Days Notice Delegate Cancellation - 48 Hours Notice	
Date of Booking		
Telephone Number		
Fax Number		
E-mail Address		
Number of delegates (including all Trainers / Hosts / etc)		
Date of Conference		
Conference Start Time		
Conference Finish Time		
Number of Syndicate Rooms Required <small>(additional rooms other than the main room booked for the conference)</small>		
Arrival Coffee <small>One cup per delegate. Additional cups charged @ £1.50 per cup</small>		
Morning Tea, Coffee & Biscuits <small>One cup per delegate. Additional cups charged @ £1.50 per cup</small>		
Afternoon Tea and Coffee <small>One cup per delegate. Additional cups charged @ £1.50 per cup</small>		
Lunch (Chef's Meal of the Day) No lunch cancellations can be accepted on the Day	Two Course Lunch & Coffee is Served at 12.30 in the Restaurant	
Number of Vegetarians & Special Dietary Requirements		
Wine with Lunch		
Layout of Room	Board room / U-Shape / Classroom / Theatre	
Overnight Accommodation	Single	Double
Evening Dinner Menus to be agreed		
Any Additional Requirements or Equipment (please see Tariffs)		
Where did you hear of The Hollies?		
Signature		
WE RESERVE THE RIGHT TO MOVE ANY CONFERENCE TO AN APPROPRIATE SIZE ROOM - WITH OR WITHOUT PRIOR NOTICE		
14 DAYS NOTICE OF CANCELLATION IS REQUIRED		

Bower Hinton, Martock, Somerset  
TA12 6LG

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