

# CONFERENCE BOOKING FORM

PLEASE COMPLETE AND E-MAIL TO [info@thehollieshotel.com](mailto:info@thehollieshotel.com)

<b>Date of Conference:</b>		<b>Conference Name:</b>	
<b>Company Name:</b>		<b>Organizers Name:</b>	
<b>Company Address:</b>		<b>Account Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Telephone No:</b>		<b>Purchase Order/Ref:</b>	
<b>Email address:</b>			
<b>Where did you hear of The Hollies:</b>			

Conference Details			
<b>Start Time:</b>		<b>Finish Time</b>	
<b>No of Delegates:</b>		<b>Conference Type:</b>	Select
<b>No of Syndicate Rooms (not incl.main):</b>	Select	<b>Main room Layout:</b>	Select
<b>Total No for Lunch:</b>		<b>Wine with Lunch:</b>	Select
<b>No of Vegetarians:</b>		<b>Special Diets:</b>	
<b>Tea/Coffee</b>	On Arrival: Select	Mid Morning: Select	Afternoon: Select
<b>Special Instructions:</b>			
<b>TWO COURSE LUNCH &amp; COFFEE IS SERVED AT 12.30PM IN THE RESTAURANT</b>			

Important Information			
<b>Conference Cancellation:</b>	21 DAYS NOTICE	<b>Delegate Cancellation:</b>	7 DAYS NOTICE
WE RESERVE THE RIGHT TO MOVE ANY CONFERENCE TO AN APPROPRIATE SIZED ROOM – WITH OR WITHOUT PRIOR NOTICE			

Accommodation Requirements							
<b>Single:</b>		<b>Double:</b>		<b>Junior Suite:</b>		<b>Full Suite:</b>	

Office Use Only			
<b>No. of Delegates Attended:</b>		<b>Date Notified:</b>	
<b>Syndicate Rooms Used:</b>		<b>Photocopy Count:</b>	
<b>Faxes In:</b>		<b>Flip Chart Count:</b>	
<b>Faxes Out:</b>		<b>Bar:</b>	
<b>T/V Start:</b>		<b>Extras:</b>	
<b>T/V Finish:</b>		<b>Mineral Water:</b>	
<b>Additional Details:</b>		<b>Canned Drinks:</b>	

The Hollies Hotel  
Bower Hinton  
Martock  
Somerset TA12 6LG

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