**MANOR LODGE FUNCTION ROOM  
AT STOTFOLD CONSERVATIVE CLUB**

**MEETINGS & CONFERENCE RESERVATION FORM**



DATE NO. OF DELEGATES START  
OF EVENT DELEGATES (Max: 120) TIME

COMPANY   
NAME

COMPANY  
ADDRESS

TEL CONTACT NAME

END TIME   
(approx.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TYPE OF FUNCTION | PRICE | PLEASE TICK | PAYMENT TYPE | DATE RECEIVED |
| CONFERENCE HALL (5-30) |  |  |  |  |
| CONFERENCE HALL (31-60) |  |  |  |  |
| CONFERENCE HALL (61-90) |  |  |  |  |
| CONFERENCE HALL (91-120) |  |  |  |  |
| TEA/COFFEE ON ARRIVAL |  |  |  |  |
| BISCUITS MID MORNING |  |  |  |  |
| TEA/COFFEE REPLENISHED |  |  |  |  |
| COLD BUFFET |  |  |  |  |
| HOT BUFFET |  |  |  |  |
| TEA/COFFEE REPLENISHED |  |  |  |  |
| USE OF BAR |  |  |  |  |
| EVENING HOT MEAL | From the menu |  |  |  |

All prices correct at 01.04.2020

PROJECTOR

AV EQUIPMENT

SCREEN

FLIP CHART How Many ……………………………….

PAPER/PENS

PARKING How Many ……………………………….

HOTEL INFO

EVENING BAR

EVENING MEAL How Many ……………………………….