

the manor
datchet
windsor

CONFERENCE ENQUIRY FORM

CONTACT NAME _____

AGENCY NAME _____

COMPANY NAME _____

ADDRESS _____

POST CODE _____

TELEPHONE _____

FAX _____

MOBILE _____

E-MAIL _____

DATE REQUIRED _____

ROOM REQUIRED

- REGENT
- CASTLE
- WINDSOR
- THAMES
- ROYAL
- ETON

LAYOUT REQUIRED

- U-SHAPE
- THEATRE
- CABARET
- CLASS ROOM
- BOARD ROOM

START TIME _____

FINISH TIME _____

No of DAY DELEGATES _____

No of 24hr DELEGATES _____

TEA / COFFEE

- ARRIVAL
- MID-MORNING
- AFTERNOON
- EXTRAS

LUNCH yes no

DINNER yes no

VEGETARIAN (Number) _____

ACCOMMODATION

SINGLES _____

DOUBLES _____

TWINS _____

FAMILY _____

EQUIPMENT REQUIRED (provide details)

For Office Use Only

TAKEN BY _____

DATE TAKEN _____

BOOKING SOURCE _____

PROVISIONAL BOOKING yes no

FEEDBACK

RATES