



<b>DATE OF MEETING:</b>		<b>CONTACT NAME:</b>	
<b>MEETING START TIME:</b>		<b>POSITION:</b>	
<b>MEETING END TIME:</b>		<b>EMAIL ADDRESS:</b>	
<b>NO. OF DELEGATES:</b>		<b>CONTACT TEL. NO.:</b>	
<b>COMPANY NAME:</b>		<b>CONTACT FAX NO.:</b>	
<b>PURCHASE ORDER NO. (IF REQ):</b>		<b>INVOICE ADDRESS:</b>	

Please note - max seated: 14 people / 30 people theatre style

### ROOM LAYOUT REQUIRED

Theatre		Boardroom	
Classroom		Other	

### ROOM RATES

Price	Unit	Quantity	TOTAL
£120.00	per day		
£80.00	per ½ day		
£60.00	per evening		
£100.00	per voucher	10x 1 hour slots	

### Additional Requirements:

Plasma Screen  
Wi-Fi  
IT Support  
Direct Dial Telephone  
Any admin services  
Flip Chart and Pens  
LCD Display Messaging in foyer  
Conference Facilities - spider phone

Price	Unit	Quantity	TOTAL
INCL			INCL
INCL			INCL
£50.00	per hour		
INCL + Calls	-		
Ask at reception			
£10.00	each		
£10.00	each		
£15.00	per day		

Total  
excl. VAT

*Please turn over for Catering  
Options and further information*

**Catering Options**

Please note that no external catering is allowed at ABC

**Tea and Coffee**

Tea /coffee & confection      On Arrival

Replenishment

Price		Qty	Total
£1.50	per person		
£1.50	per person		

**Standard Lunch Options available:**

**Option 1:**  
A selection of deep filled sandwiches, 4 savouries, OJ and Highland Spring water

**Option 2:**  
Homemade Soup, a selection of deep filled sandwiches, 4 savouries, OJ and Highland Spring water

**Option 3:**  
Pizza, mini hamburgers, mini baguettes, chicken wings, yorkshire puddings with beef, bellini's, OJ and Highland Spring Water (May vary)

**Sweet:**  
A selection of cakes/sweets

Price	Unit	Qty	Total
£6.00	per person		
£7.00	per person		
£8.50	per person		
£1.20	per person		
Meal delivery: 12pm or 1pm			

Total Booking Fee	
VAT @ 20%	
Total incl. VAT	

25% Deposit required on booking

Your booking will be confirmed on receipt of your deposit and signed booking form. All prices are correct at time of print and are subject to change. Cheques should be made payable to "Algo Business Centre". Payment can be made via visa terminal with booking fee of £3. Cancellations of less than 1 week will be required to pay the full cost of the room hire. Any changes regarding catering require 72 hours notification or full payment must be made.

**Customer Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**PLEASE REPORT TO RECEPTION ON ARRIVAL**

