

Event Booking Form

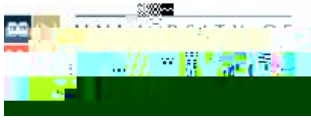
Please complete & return to the Conference Office by email: conference@chi.ac.uk or at the address below:

Event Details

| | |
|--|--|
| Event Title | |
| Date of Event | |
| Number of Day Delegates | |
| Number of Residential Delegates | |
| Start Time | |
| End Time | |
| Event Duration | |
| Type of Event (delete as appropriate) | Meeting / Workshop / Presentation / Social / B&B / Other |
| Event description: Please write a brief description of the proposed event, including any health and safety issues that need to be considered. | |
| | |

Lecture/Meeting Room Requirements

| | |
|---|--|
| Main Room Requirements | |
| Layout / Notes | |
| Equipment Required | |
| Additional Rooms Required | |
| Layout / Notes | |
| Other information / additional requirements: | |
| | |

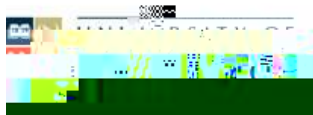


Catering Requirements

Bedroom Requirements (Only available between June and September)

Client Contact Details

| | | |
|------------------------|--|-----------------|
| Surname | | Title |
| Forename | | |
| Job Title | | |
| Company | | |
| Address | | |
| Town | | |
| County | | Postcode |
| Enquiry Source | | |
| Landline Number | | |
| Mobile Number | | |
| Email Address | | |



| | | |
|-------------------------|--|-----------------|
| Surname | | Title |
| Forename | | |
| Job Title | | |
| Company | | |
| Address | | |
| Town | | |
| County | | Postcode |
| Telephone Number | | |
| Email Address | | |

Marketing:

I may be contacted by the following _____ methods (Please tick): **Email:** **Phone:** **Mail:**

Terms and conditions:

I agree (and sign on behalf of all attendees associated with this booking) to abide by the Conference [Terms and Conditions](#). I have received, understood and will comply with the University of Chichester Freedom of Speech [Code of Conduct](#) and that any specific/unusual activities not covered in the generic [Risk Assessment](#) have been highlighted to the Conference Department before signing a written quote.

Authorised to signed on behalf of:

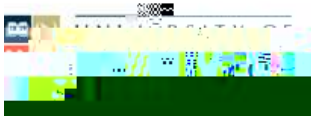
Company: _____

Date: _____

Signature: _____

Print: _____

Position: _____



Conference Office, University of Chichester.
Bishop Otter Campus, College Lane, Chichester, West Sussex, PO19 6PE.
Tel: +44 (0) 1243 812120 Email: Conference@chi.ac.uk

Web: