

Western Gateway Booking Form

Please complete all details below and return to: westerngatewayroomhire@ymcabc.org.uk
 Find out more - To get more information about our services please ring us on: **0121 524 1950**

Contact Name			
Contact Telephone Number			
Contact Email Address			
Organisation Name			
Organisation Address			
Invoice details	Name:		
	Purchase Order number:		
	Email:		
	Payment Type <input type="checkbox"/> Invoice (<i>If by invoice, please provide a Purchase Order Number</i>) <input type="checkbox"/> BACS <input type="checkbox"/> Cash (<i>must be paid two days prior to booking taking place</i>)		
Room(s)/ facilities Requested	<input type="checkbox"/> Conference Room One <input type="checkbox"/> Conference Room Two <input type="checkbox"/> Conference Room Three <input type="checkbox"/> Conference Room Two & Three Combined <input type="checkbox"/> Chapel <input type="checkbox"/> Coffee Shop		<input type="checkbox"/> Studio One <input type="checkbox"/> Studio Two <input type="checkbox"/> Sports hall <input type="checkbox"/> Gym Floor area <input type="checkbox"/> Hot desking
	<input type="checkbox"/> Boardroom <input type="checkbox"/> U-Shaped <input type="checkbox"/> Round 8's or 10's <input type="checkbox"/> Informal <input type="checkbox"/> Classroom <input type="checkbox"/> Theatre		
Equipment Required	<input type="checkbox"/> Flipchart <input type="checkbox"/> Interactive Board		
Refreshments	Please see below catering options available and booking form		
Number of People			
Date(s)/Times Requested	Date:		Time:
Duration of booking	<input type="checkbox"/> One off	Number of weeks required:	
Purpose of room booking			
- STAFF USE ONLY -			
Booking confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total			
Catering Required	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total			
Total fee required to pay			

Hourly Room Rate

<u>ROOM</u>	<u>PRICE</u>	<u>CAPACITY</u>
Conference Room	£20.83 + VAT	16 seated
Conference Room Two	£20.83 + VAT	35 seated
Conference Room Three	£20.83 + VAT	35 seated
Conference Room Two & Three Combined	£41.66 + VAT	75 seated
Chapel	£20.83 + VAT	30 seated
Sports Hall	£28.33 + VAT	100+ seated
Studio Two	£20.83 + VAT	35 seated
Studio One	£16.67 + VAT	12 seated
Health Interview Room	£12.50 + VAT	Hot Desking
Gym floor space	£28.33 + VAT	
Coffee Shop area	£25.00 + VAT	30 seated

Full Day Rates available (up to 8 hours):

Per Room	£150.00 + VAT
Conference Room Two & Three Combined	£208.33 + VAT
Sports Hall	£232.00 + VAT

Cancellation notice:

Less than 2 days' notice - *Half price will be charged*

Less than 24 hours - *Full Price will be charged*

Catering Packages

All options are inclusive of VAT

BREAKFAST MEETING

TARIFF

Breakfast Buffet Menu

£3.25pp

- Flask of Tea and Coffee
- Fruit Juice - (Orange or Apple)
- Fruit
- Selection of pastries

OPTION 1

£1.25pp

- Flask of Tea & Coffee
- Jug of Fruit Juice
- Biscuits

OPTION 2

£2.70pp

- Flask of Tea & Coffee
- Jug of Fruit Juice (1.5 litre - Orange or Apple - 5 Servings)
- Selection of Bite Size Cakes

OPTION 3

£5.75pp

- Flask of Tea & Coffee
- Jug of Fruit Juice (Orange and Apple)
- Selection of bite size cakes
- Luxury Sandwich Platter
- Lightly Salted Crisps
- Salad Bowl
- Vegetable Samosas
- Fruit

Vegetarian
and Vegan
options
available on
request

Sandwich Platters:

- Ham Salad
- Cheese Salad
- Cheese & Onion
- Cheese & Pickle
- Tuna Mayo/Cucumber
- Chicken Salad
- Egg Mayo
- Egg & Cress
- Egg Mayonnaise
- Tomato, Mozzarella & Basil
- Cheese Wrap ^{VG}
- Falafel Wrap ^{VG}
- Ham Wrap ^{VG}
- Hummus Dip, Carrot, Celery
- Cucumber Batons ^{VG}
- Lightly Salted Crisps
- Cheddar & Onion Crisps
- Oak Smoked Chilli

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Contact Name	
Organisation Name	
Invoice Address	
Contact Email Address	
Booking Date(s)	
Room requested	
No of people	
Option(s)	
Sandwich Platter Options	
Special Dietary requirements	
Date(s) Required	
Time(s) Required	