

# Carronvale House Conference & Training Centre

## RESIDENTIAL BOOKING FORM

Group/Organisation Name: \_\_\_\_\_

Type of Group: \_\_\_\_\_

**Contact details:**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Invoice Address: (if different)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Dates:** Arrival: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Departure: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Numbers:** Adults: \_\_\_\_\_ 6-12 Year olds: \_\_\_\_\_ Under 6's: \_\_\_\_\_

**Residential:** Number of bedrooms required: Twin: \_\_\_\_\_ Single: \_\_\_\_\_ (\*)  
\* Single occupancy in a twin room incurs a supplement (see current price list)

Please note exclusive use of the house accommodation/facilities can be arranged by special request to the Centre Manager (an additional charge may be applicable).

**Agreed Rate/s:** £ \_\_\_\_\_ + VAT

**Room(s) required:**

Please confirm which room(s) have been booked, which layout you would like and any items of equipment needed - (OHP, Screen, Flipchart, Data Projector, TV, DVD, Video, Music System)

<b>Main House</b>	<b><u>Room Layout</u> (ie Boardroom/Theatre/Informal)</b>	<b><u>Equipment Required</u></b>
___ Lounge	_____	_____
___ Lecture Room	_____	_____
___ Conference Room	_____	_____
___ Syndicate Rooms	_____	_____
___	_____	_____
___	_____	_____

**Addition's** (Sports Hall, Outdoor Pitch) \_\_\_\_\_

Any special room layout or equipment requirements \_\_\_\_\_

*A copy of your program along with final details (numbers, diets, set up etc) will be required 2 weeks before the event.*

**Food/Meals:** Meal times in the dining room are: 8.30am – Breakfast, 12.30pm – Lunch & 6pm – Dinner

If you require meals outside of these times, please advise us of your requirements below:

\_\_\_\_\_

If you have any **special dietary requirements**. \* These **MUST** be medical or choice (Vegetarian, Vegan, Gluten Free etc) and **NOT** likes/dislikes. please state below

\_\_\_\_\_

**Deposit: (a deposit of £500.00 will be required to confirm any residential booking)**

Deposit enclosed with this form: YES / NO £ \_\_\_\_\_

(Cheques payable to "The Boys' Brigade")

Send to: Keith Morrison Centre Manager, Carronvale House, Carronvale Road, Larbert, FK5 3LH

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