

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)

Dates: Arrival: Date: _____ Time: _____
Departure: Date: _____ Time: _____

Numbers: Adults: _____ 13-17 Year olds: _____ 5-12 Year olds: _____

Residential: Number of bedrooms required: Quad/Triple/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)

Main House	<u>Room Layout</u> (ie Boardroom/Theatre/Informal)	<u>Equipment Required</u>
<input type="checkbox"/> Lounge	_____	_____
<input type="checkbox"/> Lecture Room	_____	_____
<input type="checkbox"/> Conference Room	_____	_____
<input type="checkbox"/> 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/allergy 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

www.carronvalehouse.co.uk

keith.morrison@boys-brigade.org.uk

Tel: 01324 562 800