

This is our on-line room booking form. Please complete it and send to The Ridgeway Children Centre. Our team will be happy to confirm your booking by return and to make your stay with us as comfortable and useful as possible. Thanks...the Ridgeway Centre Team

What date do you need a meeting room?

How many delegates or service users will you have?

Which room would you like to hire?

- Yew
- Rowan
- Cafe
- Willow
- Hawthorn

How would you like your chosen space set up?

- Boardroom style
- Conference style
- Other

If other - tell us your requirements?

What equipment would you like available on the day?

- Flip chart & paper
- Flip chart stand
- Television
- DVD Player
- Overhead Projector
- Pens & Pencils
- Photocopying @ 4p per sheet

Would you like refreshments?

- Morning - tea/coffee/juice/biscuits
- Lunch - see below
- Afternoon - tea/coffee/juice/biscuits

For lunch would you like...

- Sandwich choice
- Salad & Crisps
- Tea/Coffee/Juice
- Fruit & Cake
- Vegetarian options

The Ridgeway Park team can provide creche facilities in support of the families and carers at your event.

Are we arranging creche support for you?

- Yes
- No

If yes - can you tell us...

- Using your own staff?

Tell us how many children and their ages...

How long will the sessional support be for?

Would you be happy for the children to share our facilities

- Yes
- No

Contact name for the booking?

Your organisation and address.

Your telephone number?

Your email address?

Your fax number if available?

Thank you for your booking at Ridgeway Children Centre. For external organisations we normally request a 10% booking fee. We always confirm receipt and your booking arrangements. We will contact you shortly. The Ridgeway Park Team.