



BLUE COAT Occasions

ONLINE BOOKING FORM

This form is to be downloaded and returned via E-mail to Jane Findlay, jane@bluecoatoccasions.co.uk
Thank you!

Name: Business

Telephone E-mail

Title of Event

Dates Required:

Trainer's Name Access Time for Trainer

Number of Delegates Start Time End Time

Refreshments

Time(s) Required On Arrival Midmorning Lunch Afternoon

Numbers Time(s) Required

Lunch Required* Yes * If yes, menus will be made available upon confirmation of booking.
No

Numbers Time(s) Required

Room Layout

Equipment Required Laptop Data Projector
Wi-Fi Flip Chart
Registration Table
Other

Invoice Address/
Purchase Order
Number

BY SUBMITTING THIS FORM I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE

Authorised Signature

Date

FOR OFFICE USE ONLY

*Additional
Requirements*

Entered into Calendar

Initials

Booking Cancelled

Initials

Finance Completed

Initials

TOTAL

Invoice Number

Date

Initials