

Booking request form

Please tick room preference Iris Daffodil Woodchurch Iris & Daffodil

Date Room Required _____ Time Room Required From _____ To _____

Time Meeting Starts if different from above _____

Number of attendees _____

Room Layout

(Theatre style – only available for ½ day booking or more).

Title for Reception Board

Is wheelchair lift required? _____

Disabled toilets can be accessed using the standard RADAR key.

Contact details

Name _____

Address _____

Telephone Number _____ Email _____

How did you hear about us? _____

Additional requirements (if applicable)

Laptop Projector Tea Coffee Biscuits

Time(s) required _____

Tea Coffee

Time(s) required _____

Cartons of Juice (Qty) _____ Times(s) required _____

Bottles of Water (500ml)(Qty) _____ Time(s) required _____

Catering required Yes No Sample menus available on request.

Number of People _____ Time required _____

Alcohol is not permitted to be consumed on our premises however prior written permission may be sought in advance (terms and conditions apply) but it is not guaranteed this will be granted.

Please return this form to: Egerton House (Wirral) Ltd 2 Tower Road CH41 1FN

FOR OFFICE USE ONLY

Date booking taken _____ Taken by _____

Initials _____ Entered onto Outlook _____ Entered in Diary _____

Written confirmation received _____