



The Boardroom Booking Form

Please fill in and email to eat@themanorhouseatquorn.co.uk, and a manager will confirm your booking.

CONTACT DETAILS

Date Required: _____ Group Name: _____
Number of Guests: _____ Contact Name: _____
Contact Number: _____ Contact Email: _____

ROOM HIRE

Overlapping time slots means you are charged for both (e.g. 8am - 3pm)

8am - 1pm: £60 1pm - 5pm: £60 6pm - 11pm: £60

ROOM LAYOUT

Boardroom (max 20) Cabaret (max 28) Theatre (max 30)

MATERIAL REQUIRMENTS

Flipchart and Pens Projector Hire: £20 Projector Screen only

FOOD & BEVERAGE REQUIRMENTS

Tea & Coffee: £2 per person per serving
Specify Times Required: _____

750ml still and sparkling water: £3.50 each
Specify Quantity: _____

Danish Pastries: £1.50 per person
Specify Quantity: _____

Fruit Bowl: £10 for 5 people
Specify Quantity: _____

Bacon Rolls: £3.50 per person
Specify Quantity: _____

LUNCH OPTIONS

Reserve a table in the restaurant
Specify Time Required: _____

Sandwich Buffet: £8.50 per person
Specify Time Required: _____

Hot & Cold Finger Buffet: £12.95 per person
Specify Time Required: _____

PAYMENT TERMS

Upon booking we will require a non-refundable deposit for the room hire cost.

Room hire price quoted is for the room and staff cost only.

Pre-ordered food for events is subject to 25% deposit at least one week prior to the event.

We require full payment on the day of the function - sorry we do not accept cheques.

By signing below, you agree to the above payment terms and that the above requests are accurate, and that any changes required will be made in writing to the email address above.

SIGNED:

DATE: