



## The Annex Booking Form

The Annex can be booked as a standalone small group meeting room or as a satellite room alongside the Boardroom.

Please fill in and email to [eat@themanorhouseatquorn.co.uk](mailto:eat@themanorhouseatquorn.co.uk), and a manager will confirm your booking.

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### CONTACT DETAILS

Date Required:

Group Name:

Number of Guests (max 8):

Contact Name:

Contact Number:

Contact Email:

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### ROOM HIRE

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

8am - 1pm: £30

1pm - 5pm: £30

6pm - 11pm: £30

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### MATERIAL REQUIREMENTS

Flipchart and Pens

Projector Hire: £20

Projector Screen only

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### FOOD & BEVERAGE REQUIREMENTS

If this room is being booked as a satellite room, please put all food and drink requirements on the Boardroom booking form.

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:

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### 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:

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### 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.

Deposit and payment policies above remain the same for standalone and satellite bookings.

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: