



ELY
CATHEDRAL

CONFERENCE CENTRE

BOOKING FORM

Thank you for your enquiry. To enable us to confirm your booking, please complete the form below and return it to the Centre Manager.

Event Details			
Title of Event			
Name & address of organisation			
Name of main contact on the day			
Contact Telephone Number			
Contact E-mail Address			
Date of Event			
Start & finish time			
Expected number of delegates			
Would you like to arrange a pre-visit?			
Audio-visual Requirements (Please tick)			
<input type="checkbox"/>	Projector (£30)	<input type="checkbox"/>	Flipchart & stand (FREE)
<input type="checkbox"/>	Laptop (£20)	<input type="checkbox"/>	Whiteboard (FREE)
<input type="checkbox"/>	Screen (FREE)	<input type="checkbox"/>	WiFi (FREE)
<i>A free hearing loop is available in the Etheldreda Room</i>			
<i>There is no equipment charge for community groups</i>			

Room/s Required (Please tick)		
<input type="checkbox"/>	Etheldreda Room	Seats 80 theatre style
<input type="checkbox"/>	Simeon Room	Seats 20 boardroom style
<input type="checkbox"/>	Ovin Room	Café/kitchen area, seats 40
<input type="checkbox"/>	Peacock Room	Seats 12 boardroom style

All rooms can be set-up in a numbers of layouts – the above capacities are only a guide. Prices are listed overleaf.

Room Layout (Please tick)			
<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Circle of chairs
<input type="checkbox"/>	Cabaret/Café	<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	U-shape

Catering Requirements (Please tick)				
Standard – £2 per person per ½ day: Tea, coffee & biscuits				
Enhanced - £4 per person per ½ day: Tea, coffee & cakes				
Cold Buffet - £7.50 + VAT per head (standard option)				
Morning Coffee				
<input type="checkbox"/>	Standard	<input type="checkbox"/>	Enhanced	Time:
Buffet Lunch				
<input type="checkbox"/>	Standard	<input type="checkbox"/>	Other	Time:
Afternoon Coffee				
<input type="checkbox"/>	Standard	<input type="checkbox"/>	Enhanced	Time:
Additional refreshment breaks				
<input type="checkbox"/>	Standard	<input type="checkbox"/>	Enhanced	Time:

Any special dietary requirements::

Other options available please discuss with the Centre Manager

Ely Cathedral Conference Centre Palace Green, Ely, Cambs. CB7 4EW

Tel 01353 659668 | www.centre.elycathedral.org | c.mills@elycathedral.org | Facebook: @elycathedralconferencecentre

Room Hire Costs (VAT Exempt)	
Our corporate rates are shown below. As part of our community outreach, certain groups may be eligible for a discounted rate. Please discuss with the Centre Manager	
Etheldreda Room	£45 (hourly rate for up to 2 hours) £140 for half day (8am – 1pm/12 – 5pm) £250 for full day (8am – 5pm) £140 for evening (5pm – 10pm)
Simeon Room	£40 (hourly rate for up to 2 hours) £100 for half day (8am – 1pm/12 – 5pm) £175 for full day (8am – 5pm) £100 for evening (5pm – 10pm)
Ovin Room	<i>Same as above for Simeon Room.</i> If available this room can be used free of charge for refreshments and lunches when you book either the Etheldreda or Simeon Room
Peacock Room	£25 (hourly rate for up to 2 hours) £65 for half day (8am – 1pm/12 – 5pm) £100 for full day (8am – 5pm) £65 for evening (5pm – 10pm) (Please note this room is not accessible via our lift. 7 steps with handrail)

Invoicing & Payment Detail
Invoice name and address if different from above
The Cathedral Centre will issue an invoice after the event, towards the end of the month. If you would like an invoice to be provided on the day of your event please let us know.
Cheques should be made payable to 'Ely Cathedral'

How did you hear about us? (Please tick)			
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Web Search
<input type="checkbox"/>	Cathedral Website	<input type="checkbox"/>	Mailing
<input type="checkbox"/>	Other Website	<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Repeat visit	<input type="checkbox"/>	Facebook
Other (Please specify)			

Terms & Conditions
Cancellation by the customer - Should you cancel your booking a charge must be made equivalent to any loss suffered by the Centre The following percentages will be charged: - If cancellation occurs on the day of the event – 100% - If cancellation occurs 1 – 7 days before the event – 50% - If cancellation occurs 8 – 30 days before the event – 25% - No charge will be made if cancellation occurs more than 31 days prior to the event
Evening/Weekend Bookings – For out-of-hour or weekend bookings an entry swipe card can be provided at the discretion of the Manager or the Centre can be opened and closed by prior arrangement.

Bookings - These are subject to approval by the Chapter of Ely Cathedral. The Cathedral Centre has the right to change the room requested by the customer to an alternative room, should this be necessary, at the sole discretion of the Centre Manager.
Liabilities – The Cathedral Chapter cannot accept responsibility for any personal items or possessions lost whilst on the premises. Please ensure all such items are housed in a safe place and not left unattended.
Cleaning Charges – It is expected that users will leave the Centre in the same clean and tidy condition in which they find it. If, for any reason, this should not be the case a cleaning charge of £50 will be made.

Social Media
We like to promote what happens at the Centre on our Facebook page. If you would like your company/group to feature on our page please write your Facebook name below

I/We have read and accept the Terms & Conditions of the booking listed above. Please sign and date below.			
Signature:			
Print:		Date:	