**

**YCT Booking Form**

|  |  |
| --- | --- |
| **Contact name:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Address:** |  |
| **If invoice address is different from above please insert:** |
|  |
| **Do you require any equipment? If so please give details here:** |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation type:** |  | Voluntary/Community |  | Private |  | Public Sector  |
|  |  |  |  |  |  |  |
| **Room required:** |  | Conference Room |  | Meeting Room |  | Therapy Room 1 |
|  |  |  |  |  |  | (Medium) |
|  |  | Therapy Room 2  |  |  |  |  |
|  |  | (Large) |  |  |  |  |

|  |  |
| --- | --- |
| **Date/times required** Inc: set up and take down Times |  |
| **Type of event** e.g. conference/training |  |
|  |  |
| **Room layout**e.g. theatre-style |  |
| **Do you require tea, coffee & biscuits @ £1 per person per serving? If so please state the amount of people attending and the times you would like them served:** |
|  |
| **Do you require lunch @ £5 per person? We can provide a basic lunch, please see the attached menu. Please state below if this is required and what time you would like lunch to be served:**  |
|  |
| **How did you hear about our rooms?** |
|  |
| **A full set of terms and conditions will be sent on receipt of your booking request.** |
| Signed:Name and position: |

Please complete and return to **admin@yctsupport.com**

YCT House

Maddox Road

Harlow, Essex

CM20 3GA

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**YCT Menu**

YCT can provide a basic cold lunch for £5.00 per person.

We will provide an assortment of:

**Sandwiches**

 **Crisps**

**Treats**

**Fruit**

If you would like lunch to be provided please fill in the following:

|  |
| --- |
| **How many people are attending the event?** |
|  |
| **Dietary requirements** (i.e. vegetarian, vegan, gluten free, etc.) |
|  |
| **Please state any allergies** (i.e. peanuts) |
|  |