

## Event Booking Form

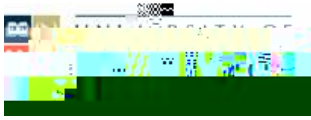
Please complete & return to the Conference Office by email: [conference@chi.ac.uk](mailto:conference@chi.ac.uk) or at the address below:

### Event Details

<b>Event Title</b>	
<b>Date of Event</b>	
<b>Number of Day Delegates</b>	
<b>Number of Residential Delegates</b>	
<b>Start Time</b>	
<b>End Time</b>	
<b>Event Duration</b>	
<b>Type of Event (delete as appropriate)</b>	Meeting / Workshop / Presentation / Social / B&B / Other
<b>Event description:</b> Please write a brief description of the proposed event, including any health and safety issues that need to be considered.	

### Lecture/Meeting Room Requirements

<b>Main Room Requirements</b>	
<b>Layout / Notes</b>	
<b>Equipment Required</b>	
<b>Additional Rooms Required</b>	
<b>Layout / Notes</b>	
<b>Other information / additional requirements:</b>	

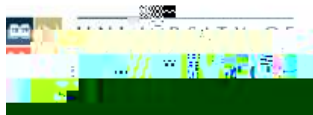


## Catering Requirements

## Bedroom Requirements (Only available between June and September)

### Client Contact Details

<b>Surname</b>		<b>Title</b>
<b>Forename</b>		
<b>Job Title</b>		
<b>Company</b>		
<b>Address</b>		
<b>Town</b>		
<b>County</b>		<b>Postcode</b>
<b>Enquiry Source</b>		
<b>Landline Number</b>		
<b>Mobile Number</b>		
<b>Email Address</b>		



<b>Surname</b>		<b>Title</b>
<b>Forename</b>		
<b>Job Title</b>		
<b>Company</b>		
<b>Address</b>		
<b>Town</b>		
<b>County</b>		<b>Postcode</b>
<b>Telephone Number</b>		
<b>Email Address</b>		

**Marketing:**

I may be contacted by the following \_\_\_\_\_ methods (Please tick):      **Email:**      **Phone:**      **Mail:**

**Terms and conditions:**

I agree (and sign on behalf of all attendees associated with this booking) to abide by the Conference [Terms and Conditions](#). I have received, understood and will comply with the University of Chichester Freedom of Speech [Code of Conduct](#) and that any specific/unusual activities not covered in the generic [Risk Assessment](#) have been highlighted to the Conference Department before signing a written quote.

**Authorised to signed on behalf of:**

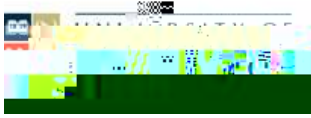
**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Position:** \_\_\_\_\_



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