



OFFICIAL BOOKING FORM

(to be completed by Client/Organisation)

To:- The General Manager, Whirlow Grange, Ecclesall Road South, Sheffield, S11 9PZ

Telephone: (01142) 236-3173 **Fax:** (01142) 262-0717 **Email:** manager@whirlowgrange.co.uk

I wish to book facilities at the Centre from:-

_____ am/pm on _____
to _____ am/pm on _____

Residential /Non Residential

Total No. Expected

Name _____ Total Adults _____

Address _____ Total Children under 12yrs _____

Organisation _____

Telephone Day _____ Night _____

Room Requirements (Please tick)

Bishop Hunter Room

Garden Room

Birch Room

Beech Room

Cedar Room

Chapel **If you tick this box**

Bedroom Requirements

you must specify times _____

Singles

Doubles

Special Requirements Dietary, other _____

Audio Visual/Equipment Required (Please indicate number required)

OHP _____ Video Recorder _____ Whiteboard _____

Flip Charts Stands _____ Chart Paper/Pens _____

Power Point (additional charge) _____

Meals Requirements

Breakfast _____ Lunch _____ Dinner _____ Tea/Coffee _____

Deposits/Cancellations

I understand that Cancellation Charges will be made for Accommodation booked.

I enclose a **non-refundable Deposit** of £____(10% per person) **Cheques to "Whirlow Grange Ltd"**

Signed _____

Date _____