



Official Booking Form

(to be completed by Client/Organisation)

To:- The General Manager, Whirlow Grange, Ecclesall Road South, Sheffield, S11 9PZ
Telephone: (0114) 236-3173 **Fax:** (0114) 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 _____

_____ Postcode _____

Organisation _____

Telephone Day _____ Night _____

Room Requirements (Please tick)

Bishop Hunter Room

Garden Room

Birch Room

Beech Room

Cedar Room

Chapel **If you tick 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 Chart Stands _____ Chart Paper/Pens _____

Power Point (additional charge) _____

Meal 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) **Cheque to - Whirlow Grange Ltd**

Signed _____ Date _____