



**BOOKING FORM 2012**

**NAME OF COMPANY/ ORGANISATION**

**TITLE**

**CONTACT NAME**

**CONTACT PHONE NUMBER**

**MOBILE NUMBER**

**EMAIL ADDRESS**

**STREET ADDRESS**

**TOWN**

**CITY**

**POSTCODE**

**NUMBER OF PEOPLE**

**NUMBER OF ROOMS IF APPLICABLE**

**ARRIVAL DATE**

**ARRIVAL TIME**

**DEPARTURE TIME**

**NUMBER OF DAYS**

**EQUIPMENT REQUIRED PLEASE TICK**

**WIFI CONNECTION**

**FLIP CHART**

**SCREEN AND PROJECTOR**

**ADDITIONAL INFORMATION**

**How to pay:** Cheques should be made payable to Little Lakes Leisure Limited and forwarded to the address below. BACS payments are also acceptable. Bank details: Sort Code 20-46-06 & Account Number 10503452. Please include remittance advice.

**Terms and Conditions:** We reserve the right to cancel or change any booking at any time without prior notice and for whatever reason. In such circumstances, all monies will be refunded unless an alternative date can be agreed.

**Cancellation:** When a cancellation is made more than ten days before a booking, the deposit will be refunded subject to a 20% reduction to cover administration costs. When a cancellation is made less than ten working days before the booking, deposits are not normally refunded.