

The Lincoln Cathedral Centre

Booking Form



Company Name and Invoice Address

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Date of Hire:

Numbers:

Timings:.....

Refreshment Timings

Arrival..... A.M Break.....

Lunch:..... P.M Break.....

Purchase Order No:

Please tick this box if you wish to be added to the Cathedral Database for newsletters, mailings and to be informed of future events.

Contact Information

Name

Sign.....

Date

(A Signature confirms the booking)

Telephone:.....

Mobile:.....

Email:.....

Fax:.....

Room/s Required

- Conference Suite Cathedral Suite Seminar Room Training Room
- Reception Hall Garden Whole Centre

Room Layout Required

- Theatre Boardroom "U" Shape Cabaret Cabaret (Round Table)
- Reception (Informal) Exhibition

Equipment Required FOC - **Wi - Fi Available in all rooms**

- Flip Chart Quantity Lectern Data Projector & Stand TV/ DVD
- Video/DVD Overhead Projector Slide Projector Screen Background Music

Please Note: Any electrical equipment (laptops, data projectors, extension leads, etc brought into the Centre, must carry a current Portable Appliance Test (PAT) Sticker. Any equipment not tested will not be allowed to be used in the building or grounds.

Equipment Required (At Additional Cost)

- 1 Speaker PA 2 Speaker PA Wireless Mic CD Player

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Catering

- Tea & Coffee Biscuits Breakfast Menu Buffet Menu Light Meals
- Conference Menu Hot Meals Celebration Menu

Menu Choice

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Final selection of food must be notified to the Catering Manager at least 14 working days prior to the function date.

Please Note: It is not possible for food purchased elsewhere, or self prepared food to be brought into the building.

Drinks

- Cash Bar (At Additional Charge) Wine By Bottle BYO (Corkage Charge Applies)
- Orange Juice (Carafe) Elderflower Cordial(Carafe) Bottled Water Soft Drinks
- Coca Cola Diet Cola Lemonade

Please Return this Form to:
 17 Minster Yard,
 Lincoln, LN2 1PX
 Tel/Fax: 01522 561629
 josgodby@lincolncathedral.com

Please Make Cheques Payable To:
 "The Corporate Body of Lincoln Cathedral"

For Office Use Only

Deposit £..... TLCC..... Date.....

..... Room @ £..... Per Session for Sessions Total £.....

Tea/ Coffee Quantity..... At £..... Total £.....

Biscuits Quantity..... At Total £.....

Other Refreshments At £..... Total £.....

Food/Menu No..... Amount..... At £..... Total £.....

Sweets & Desserts..... Amount..... At £..... Total £.....

Other Food..... Amount..... At £..... Total £.....

Breakfast Menus..... Amount..... At £..... Total £.....

Wine (Bottle)..... Amount..... At £..... Total £.....

Corkage..... Amount..... At £..... Total £.....

Bar Hire £..... P.A System £..... Other£.....

Photocopying..... Amount..... At Per Sheet..... Total £.....