



Booking Form For Conferences

Title of Conference:

Number of Delegates:.....(One number to be given)

Resident:..... Non Resident:.....

Date of Commencement of Conference:.....

Date & Time of Organiser's Arrival: from.....

Date & Time of Delegates Arrival:

Date & Time of Delegates Departure: from..... (Rooms must be vacated by 9.30am)

Number of Single Occupancy Rooms, en Suite (max 118)

Number of Single Rooms, Shared bathroom:.....

Number of Twin Occupancy Rooms, en-Suite (Max 43)..... or Single Occupancy(Max 43)

First Meal:.....

Last Meal:.....

Date of Conference Gala Dinner:.....

Meeting Rooms	Maximum Numbers Theatre Style	Date & Time, From - To (Including Set-Up Requirements)
Fitzpatrick Hall	245	-----
Old Hall	120	-----
Old Kitchens	60	-----
Bowett Room	80	-----
Munro Room (Boardroom Only)	34	-----
Armitage Room (2 Sections Only)	40	-----
Erasmus Room	50	-----
Lobby, Cripps Hall (As Exhibition Area)	-	-----
Angevin Room	25	-----
Small Syndicate Rooms	10	-----
Registration Office	-	-----

Tel: 01223 335592 email: info@queensconferences.com Q U E E N S ' C O L L E G E C A M B R I D G E

I accept the Conditions of Booking and Cancellation Charges as shown and accept responsibility for payment of the account. I will ensure that the conference delegates comply with the Rules for Conferences as shown within the Conditions of Booking. I am not acting as an agent for others.

I am aware that the prices quoted on the Conference Tariff are valid until 31st December 2010 only
Name (please print):

.....
Position/Job Title

.....

Please confirm that you are an authorised signatory for your Company: Yes/No

Organisation:

.....

Address:.....

.....

Telephone Number:.....

Fax Number:.....

E-Mail.....

Signature:.....

Date:.....

I shall/shall not be resident in College for the whole/part of the conference.

My resident representative will be:

.....

Is your conference VAT exempt? YES / NO (If yes, written proof of exemption is required, otherwise VAT will automatically be charged)

PLEASE NOTE: The final arrangements for the conference must be discussed with the Conference Manager no later than 6 weeks before it commences.

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CONDITIONS OF BOOKING

Availability

Residential Conference facilities are available during the University vacation periods only. The exact dates vary from year to year, but usually fall in the following periods:

- Third week of December and first week of January
- Last week of March and first two weeks of April
- Last week of June to end of September

Non-residential conferences, seminars, functions, etc. are welcome all year round.

It is not always possible to have exclusive use of the College as the facilities may have to be shared. The College is normally closed during two weeks of August and between Christmas and the New Year.

Conditions

- Conferences are normally accepted for full board Basis unless by prior arrangement and then with a Surcharge (please see Tariff)
- Persons under 16 years of age are not permitted.
- All conferences must pre-allocate their bedrooms and return the completed rooming list, together with final meal numbers, 7 days prior to the commencement of the Conference.

Enquiries and Bookings should be arranged with

The Catering & Conference Manager, Queens' College, Cambridge, CB3 9ET

TEL: 01223 335592. FAX: 01223 335533

E-mail: info@queensconferences.com

Web Site: www.queensconferences.com

Bookings should be confirmed as soon as possible by way of the Conference Organisers returning the Booking Form along with the required deposit.

NO CONTRACTUAL COMMITMENT IS ENTERED INTO UNTIL THE ACCEPTANCE OF THE REQUIREMENTS DETAILED WITHIN YOUR BOOKING FORM ARE CONFIRMED BY THE COLLEGE

At the end of the conference the numbers attending and meals taken etc. should be agreed with the Catering & Conference Manager. An increase in the number of delegates after the original booking will only be allowed if facilities are available.

A non-refundable deposit of £10.00 per person is required, payable upon confirmation of the Conference with the Booking Form. Cheques to be made payable to Queens' College

CHARGES FOR CANCELLATION AND CHANGES

IN NUMBER

The College has suffered considerable financial loss and inconvenience in the past due to cancellations of residential conferences. In order for the College to maintain its conference charges it is necessary for the residential and catering facilities to be used to their maximum capacity.

For this reason deposits will be required and charges for cancellations and changes in numbers are incurred as follows:

- More than 12 months before the stated start of the Conference - Loss of Deposit
- Within 12 - 6 months before the stated start of the conference - 25% per delegate per day of the total daily charge.
- Within 6 months - 4 weeks before the stated start of the conference - 50% per delegate per day of the total daily charge.
- Within 4 weeks - 5 days before the start of the conference - 75% per delegate per day of the total daily charge.
- Within 5 days of the start of the conference - 100% per delegate per day of the total daily charge .

THE ABOVE CHARGES ARE MADE ON CHANGES IN THE NUMBERS IN EXCESS OF 10% OF THOSE ORIGINALLY BOOKED. AN EXAMPLE OF HOW THESE CALCULATIONS ARE MADE IS AVAILABLE FROM THE CONFERENCE MANAGER.

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ACCOUNTS:

A single account will be sent to the Conference Organiser. Payment is required within thirty days of the date of the account. If this is not met, 2% of the total account will be added for each month the account is not settled. VAT at the standard rate will be added to all accounts.

VAT will not be charged to organisations that can obtain exemption.

RULES FOR CONFERENCES

The College has found it necessary to draw up certain rules to which it expects conference delegates to adhere. They have three main purposes:

1. To ensure the safety and security of the College.
2. To prevent mutual disturbance when there is more than one conference in the College at the same time.
3. To protect the interest of the College members living and working during the conference.

The Conference Organiser is required, when signing the Conditions of Booking, to accept responsibility for ensuring that the conference delegates comply with these rules.

COMMUNICATIONS

Conference Organisers resident in the College throughout the conference should inform the porters of their room number to make them accessible in case of difficulties or emergencies. If absent for part of the conference the Conference Organiser should appoint a representative and inform the porters of his or her name and room number.

SMOKING

Smoking is not permitted in the College precincts i.e. any of the dining rooms, meeting rooms, bedrooms, courts or lawns

ROOMS

Fixtures and fittings may not be introduced or removed from the College rooms.

Bed rooms are available from 2.00pm on the day of arrival and must be vacated by 9.30 a.m. on the day of departure unless arranged in advance with the Catering & Conference Manager.

Keys must be returned to the Porters' Lodge, a charge will be made to the conference for keys not returned.

NOISE

Conference delegates are requested not to disturb other residents of the College whether by amplifiers, musical instruments or any other form of noise, and must consider neighbours who may wish to work or sleep.

FIRE PRECAUTIONS

Conference delegates should familiarize themselves with the fire instructions.

Misuse of fire alarms or fire extinguishers will be treated as a serious offence and fines may be levied on the Conference Organiser for any such misuse.

Please contact the Porters' Lodge in an emergency or if advice is required on electricity, gas or heating.

The College has medieval origins and its buildings date from the 15th century. This does mean that care is needed to the uneven surfaces found within the College.

Preserving our Heritage

We are a registered charity, number X3394, any profits that are made go directly back to improving the facilities particularly the built environment so that Fellows, Students and visitors may enjoy a unique College experience.

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