

**PROPOSED DATE OF MEETING** .....

**FORCE OR ORGANISATION**.....

**CENTRE: ST ANDREWS**  **CASTLEBRAE**

Name of Booker			Name of lead person attending meeting - Responsible on the day for Fire evac etc		
Address					Post Code
Contact Tel No			e-mail address		
Name of meeting					
Start time of meeting			End time of meeting		
No of Delegates			Special requirements	Dietary: Accessible:	
Catering Requirements & Timings	Tea & Coffee on arrival:  Morning Tea & Coffee:  Afternoon Tea & Coffee:	Lunch:  Cold Buffet or Sandwiches	Dinner:	Extras: Pastries £2 pp Bacon Rolls £3 pp Afternoon Cake £2 pp Cold Lunch £10 pp Hot Lunch £15pp Hot Lunch upgrade £5 pp 3 Course Dinner £20 pp	
Layout of Room	Board Room	U-Shape	Classroom	Theatre	Market Stall
Additional Break out Rooms	No. Delegates: Layout:				
Additional Equipment	Additional Flip Chart £10 each				
COST	£15pp ½ Day (4hr max) – Tea/Coffee Fruit Bowl, water		£25pp Full Day 8am-5pm – Cold Lunch offering, 3 x Tea/Coffee Fruit Bowl, water		Cost of any Extras
					Deposit requested/paid

24 hr Rate with accommodation £125pp – Overnight B&B and Dinner included in addition to Full day meeting.

No. of Bedrooms –

For Office Use:	Name of person taking booking	Date taken:	Date confirmed to client:	Deposit Date:	Full payment Date:
				Amount:	Amount:



**The Police Treatment Centres**