**Event Reservation Request for HOTT 2022**

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| **Booking:** Please complete the form in full and email to [events@fireservicecollege.ac.uk](mailto:events@fireservicecollege.ac.uk) we can only accept bookings on this form. **Please book before 12th October 2022.**  **Purchase Order** Please provide a purchase order or requisition number at the time of booking if you prefer to be invoiced.  **Booking Queries:** Please call 01608 812076 | | | | | | | |
|  | | | | | | | |
| **Name** | |  | | | **Date** |  | |
| **Email** | |  | | | **Telephone** |  | |
| **Organisation** | |  | | | **Mobile** |  | |
| **Address** | |  | | | **Postcode** |  | |
| **Reason for Visit** | | Show | | | | | |
|  | | | | | | | |
|  | **Name of Guest(s)** | | **Room Type**  Double en-suite -single occupancy @ £750 inc VAT  (Full board - arriving Friday for dinner, departing Sunday after breakfast ) | | | **Arrival Date** | **Departure Date** |
| **1st Room** |  | |  | | |  |  |
| **2nd Room** |  | |  | | |  |  |
| **3rd Room** |  | |  | | |  |  |
| **4th Room** |  | |  | | |  |  |
|  | | | **Date:** | | | | |
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| **Purchase Order** | |  | |  | | | |

**Confirmation –** To confirm the room reservations please pay using any of the payment methods stated on your Fire Service College Room Reservation Reference or Invoice.

**Payment Details:** Payment is required in advance as stated above or if booked with a Purchase Order from your organisation (name and address will also be required at the time of booking). Your booking will be confirmed on receipt of payment. ***(Please do not send your card details by email or Fax as this may not be secure).***

**Check in:** from 2pm on the day of arrival. **Check out:** no later than 08:30 on the day of departure: please return keys to reception.

**Damage to Accommodation:** Any damage to our accommodation during your stay will be charged for. All lost keys will be charged at a cost of £15 + VAT. Any damages not paid for prior to your departure will be invoiced to you or your organisation.

**Cancellations**: Bookings cancelled within 2 working days of arrival will be charged in full. Non-Arrivals will be charged in full.

**Leisure Centre:** Please be aware that use of the Leisure Centre is not included in the above rates. Please contact the Leisure Centre direct on 01608 812163.