

**Berks & Bucks Football Association Limited  
Conference & Meeting Facilities - Booking Form**



To confirm your room booking with Berks & Bucks FA, please complete this form and return it to [Liz.Verrall@Berks-BucksFA.com](mailto:Liz.Verrall@Berks-BucksFA.com) no later than 7 working days before your meeting date.

Company/Organisation Name:	_____
Contact Name:	_____
Contact number:	_____
Contact Email:	_____
Authorised by (signed):	_____

**Date and times of Booking (including times for access on site if required):**

*Date:*

*Start Time:*

*End Time:*

**Room prices, layout and capacity details:**

Room Required	Rate of Hire (Per day) between 9-5pm – Mon-Fri	Rate of Hire (per evening) Between 5-10pm	Capacity
Meeting Room 1	£90 per day	£75	8 board Room style
Meeting Room 2	£90 per day	£75	8 board Room style
Meeting Room 1&2 Combined	£160 per day	£140	12 board room style or 20 seated
Training Room	£150 per day	£120	45 seated

Variations to the room lay-out is available, please enquire with your requirements.  
Weekend bookings will be considered, please enquire with your requirements.

Maximum number of delegates expected:

Title of the Meeting (*to be displayed in the Reception area*):

Room(s) required	Layout required (please give a description)

**Other Requirements:**

Berks & Bucks FA is able to provide the following equipment/services for your meeting.  
Please tick all those required, with quantity:

Item	Required	Quantity
Flipchart Paper - £5 per pad of paper		
Flipchart pens - £5 per pack of 4 pens		
Extension cable – Free of Charge (£10 charge if item is not returned)		
HDMI cable – Free of Charge (£10 charge if item is not returned)		
Light refreshments (Tea/Coffee/Biscuits) - £1.50 (per person) -		
Buffet (Available via local partners – Details are available on request)		

Please note that we are unable to provide PC's, Laptops and Mac's Screens/TVs  
The Conference Room has a screen and projector provided.  
Meeting Rooms 1 & 2 both have TVs provided as standard.

All bookings are subject to Berks & Bucks FA, Terms and Conditions.  
If you have any questions regarding these terms and conditions please do not hesitate to contact: [Liz.Verrall@Berks-BucksFA.com](mailto:Liz.Verrall@Berks-BucksFA.com)