



MAGDALENE COLLEGE - CAMBRIDGE

Provisional Booking Form for Dining Events 2019

To make a booking please fill in and return this form to the Conference & Events Office (details below). Please note that this form is for provisional hold only and that no contractual commitment is made until a contract is signed & returned, along with the agreed deposit, to the Conference & Events Team

Company/Club/Organisation/Individual:

Address:

Name of Event:

Minimum Number Attending: (one number to be given)

Postcode:.....

Date of Event:

Telephone number:.....

Timings for Event:

Contact E-mail:.....

Room/s:

Email to where the bill should be sent:

Formal Speakers at the Event (Internal & External)

Full Name/s:.....

Does Your Function Have VAT Exemption?

Contact Details:.....

Yes/No

Print Name:

Affiliations or Organisation of Speakers (if applicable):

Signature (Organiser):

Proposed Publicity & Marketing of Event:.....

Position held within company:

Date:

This form should be completed and returned to:

The Conference Office

Magdalene College

Magdalene Street

Cambridge

CB3 0AG

Telephone: (01223) 332138/764522

E-mail: conferences@magd.cam.ac.uk

I am an authorised signatory for the Company/Organisation.

I am aware that the prices quoted are valid until 31st December 2019.

Please note that outside caterers are not permitted in College. The College reserves the right to amend the rooms booked in exceptional circumstance