



Please specify the requirements for your meeting and return the form to kentinnovation@thanet.gov.uk **Prices listed DO NOT include VAT.**

TITLE OF COURSE/MEETING	
Meeting booked by:	
Meeting date(s):	

Please select which room and time slot you would like to book. Mark the box with an X

CONFERENCE ROOM Seats 30 in a horseshoe style One session £80 Two sessions £150	
Morning 08:30-12:30	Afternoon 13:00-17:00

BOARDROOM Seats 12 in a horseshoe style One session £60 Two sessions £110	
Morning 08:30-12:30	Afternoon 13:00-17:00

TDC USE ONLY

Cost centre code	
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EQUIPMENT	CHARGE	Please mark if required
Projector	Complimentary	
Flipchart	Complimentary	
WI FI Internet access	Complimentary	

REFRESHMENTS	COST	YES/NO
Jug of apple / orange juice	£2.00 each	
Bottle of water	£1.50 each	
Selection of teas & coffee with complimentary biscuit	£3.00 per person	
Approximately how many delegates will be attending?		

INVOICE DETAILS

For Attention of :	
INVOICING NAME & ADDRESS OF ORGANISATION PAYING INVOICE	
TELEPHONE NUMBER	
E-MAIL ADDRESS	
PURCHASE ORDER NUMBER	

Please inform all attendees that the front of the building is a no smoking area. Ask at reception office for directions to the designated smoking area.

CONDITIONS OF BOOKING

1. Any additional services or equipment required as part of your booking will be charged accordingly
2. Any meeting cancellation made less than two working days before the event will incur a cancellation charge of £30
3. All prices shown exclude VAT
4. Whilst every effort is made to fulfil any requests / equipment requirements which you may have with your booking with us, we cannot guarantee these requests and our failure in this regard will not constitute a breach of contract.
5. In the unlikely event that we have to change or cancel your booking, we reserve the right to do so. However, you would have the right to:
 - Accept the changed/alternative arrangements as notified or
 - Cancel your reservation and receive a full refund of any monies which you have paid to Thanet District Council in respect of your reservation (please note that we shall not be liable for any sums which you have paid to any other person in connection with your reservation)
6. The meeting facilitator is responsible for ensuring the safety of those attending the meeting and **it is the responsibility of the person booking the meeting to ensure the facilitator is made aware of these responsibilities. They are as follows:**
 - Prove a safety briefing prior to the event commencing
 - Explanation of the fire procedure including the location of;
the nearest fire exit
the assembly point in the main body of the car park by the assembly point sign.
 - Ensure that a register of delegates has been taken
 - In the event of an evacuation, the register must be taken to the assembly point to ensure all delegates are present and accounted for.
 - In the event of an evacuation ensure no delegates enter the building before the all clear is given by the fire brigade or KIC staff.
 - **THE TABLES CAN BE MOVED SO LONG AS THEY ARE RETURNED TO THEIR ORIGINAL LAYOUT AFTER USE**
 - **Please note The room will be charged at the full rate if cancelled without a minimum of 24 hours notice.**