



Room Booking Form

Please use black ink and write in BLOCK CAPITALS

Contact Details

Name (Inc. title)		Tel No (day)	
Organisation Name		Tel No (mobile)	
Address	Invoicing Address		
Email			
Purchase Order No:	Payment received by: Cash <input type="checkbox"/> Card <input type="checkbox"/> Date ___/___/___ Taken By: Payment by invoice (as agreed by Safewise) <input type="checkbox"/> Customer Number: _____ All bookings must be paid for at the time of booking unless previously agreed with Safewise.		
Are you booking more than 12 sessions? This will attract a 10% discount			Yes/No
Please nominate a responsible person on the day of the event to liaise with centre staff	Name	Contact Tel No	

Details of room requirements (See room details document for details and session times)

Date (or dates if this is a regular booking, please also state if weekly or monthly)	
Meeting Title	
Room (if known)	
Start & end times (to <u>include</u> set up/packing away)	
Number of people expected (maximum)	
Room layout: (please state - chairs in semi-circle/rows/classroom/boardroom/other)	
Equipment required: Flip chart stand (paper not included), projector and speakers	

Refreshments and catering. If you require refreshments and/or catering, please let us know so we can provide you with a catering form from our onsite café – Café SafeWise.

I have read and agree to comply with the standard conditions of hire for the SafeWise Centre.

Signed (or print if emailing)

Date

Please return to: SafeWise Weymouth, 481 Radipole Lane, Weymouth, Dorset, DT4 0QF
or weymouth@safewise.org or Telephone 01722 691507.

Café SafeWise Buffet Order Form

Menu A - £4 per person	Menu B - £6 per person
<p style="text-align: center;">Selection of sandwiches Vegetable spring rolls Cheese & Onion pastries Chicken Goujons Sausage rolls Pizza Honey & Mustard cocktail sausages Crudités & dips Fruit Juice</p> <p>❖ Additional tea and coffee £0.75 per person</p>	<p style="text-align: center;">Selection of bridge rolls Mini Quiche Honey & Mustard cocktail sausages Assorted savoury pastries Chicken wings Greek salad skewers Chilli cheese bites Crudités & Dips Pasta Salad Fruit Juice</p> <p>❖ Additional tea and coffee £0.75 per person</p>

*Desserts can be added to these menus if required at an extra cost. If you would like to order anything different or from our main menu then please contact us in advance so we can organise this for you.

**** Dietary Requirements: Please let us know if you require gluten free or vegan options or have any other dietary requirements.**

Tea and coffee only (no buffet) - £1 per person

(please specify the time you would like it brought to your room)

Buffet date & time	
Buffet venue	
Number of people	
Menu Choice	
Any special requirements?	
Order placed by	
Contact number	
Invoice Address:	

**For any questions regarding your buffet please contact Café SafeWise – Sarah Allan
07507280039**