



## Plymouth Albion RFC Conference Booking Form

Proposed Date of Booking	
Company Name	
Address	
Invoice Address (if different)	
Coordinator on day	
Phone number	
Email Address	
No. of delegates	
Time of Room Hire	

### Room Rates

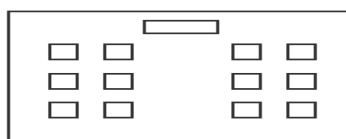
Price	Tick
Half Day £80 + VAT	
Full Day £140 + VAT	
Hourly Rate £25 + VAT	

\*Half day is based on 4 hours; full day is based on 8.5 hours. Rates apply to normal business hours Monday to Friday 8:30am-5pm. Additional charges may apply to meetings taking place outside these hours.

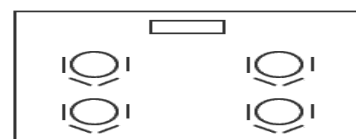
### Room Layout Please Circle



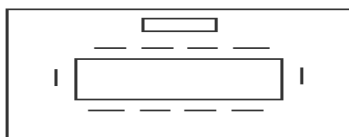
Theatre



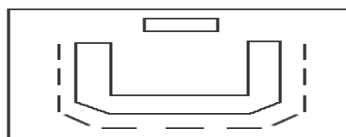
Classroom



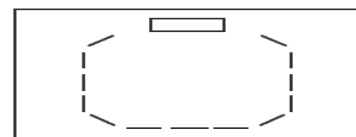
Cabaret



Boardroom



U-shaped



Circle of chairs

Other room layout Please specify

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**Catering Options**

Item	Price	No. of People
Tea Filter Coffee & biscuits per person per day	£3.00 + VAT	
Breakfast Buffet	£3.95 + VAT	
Full English Breakfast Buffet	£7.95+ VAT	
Light Meeting Lunch	£4.95 + VAT	
Cake Selection	£3.00 + VAT	
Fresh Fruit Platter	£2.50 + VAT	

**Breakfast Buffet**  
 Bacon or Sausage Bap  
 Plus  
 Tea and Coffee

**Full English breakfast Buffet**

Bacon Sausage	Hash Browns	Scrambled Eggs
Baked Beans	Tomato	Mushrooms
Toast & Preserves	Tea & Coffee	Orange Juice

**Light Meeting Lunch**  
 Selection of Sandwiches and Wraps  
 Crudités, Tortilla Chips & Dips  
 Fresh Fruit Platter

**Booking Notes- including any dietary requirements and timings for the day**

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