

# BOOKING FORM

## Event details

Title of event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of event \_\_\_\_\_

Name of main contact on the day \_\_\_\_\_

\_\_\_\_\_

Name of organiser \_\_\_\_\_

\_\_\_\_\_

Address for correspondence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Time of arrival \_\_\_\_\_

Time of departure \_\_\_\_\_

**Please Note: Reception closes at 5.30pm. Day meetings that run beyond 5.30pm will incur a charge of £75 per hour.**

Expected number of delegates \_\_\_\_\_

Room layout \_\_\_\_\_

## Payment details (in pounds sterling)

Select payment method

Please invoice me/my organisation  
(please delete as appropriate)

I enclose a cheque made payable to  
'Cambridge University Press'

I/We have read and accept the Terms and Conditions of Booking

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

## How did you hear about us?

Recommendation  Pitt Building Website  Other Website  Mailing  Trade Show  Advertisement

Other please specify \_\_\_\_\_

The Pitt Building Trumpington Street Cambridge CB2 1RP  
Telephone 01223 330807 Fax 01223 766808 Email [pittbuilding@cambridge.org](mailto:pittbuilding@cambridge.org)  
[www.cambridge.org/pittbuilding](http://www.cambridge.org/pittbuilding)

## Type of event (please tick)

- Day meeting  Room hire only  
 Half-day meeting  Evening reception  
 Breakfast meeting

## Rooms required

- Newton  Walpole  Perceval  
 Darwin  Palmerston  
 Oriel  Grey

## Catering requirements

Time

- Morning coffee \_\_\_\_\_  
 *Standard\**  *Enhanced\*\**  
 Buffet lunch \_\_\_\_\_  
 Afternoon coffee \_\_\_\_\_  
 *Standard\**  *Enhanced\*\**  
 Additional refreshment breaks \_\_\_\_\_  
 *Standard\**  *Enhanced\*\**  
 Wine and canapés \_\_\_\_\_

\* *Standard* – Tea, coffee and biscuits (£2.50 per person)

\*\* *Enhanced* – Tea, coffee, juice, carbonated drinks, fruit, energy bars and cake (£7.00 per person)

## Audio-visual requirements

- Projector/Screen  Laptop  
 Flipchart  Whiteboard  
 Conference Phone  WiFi  
 Videoconferencing  PA System

## Any other requirements

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