

Room Booking Form

for meetings at Follaton House, Totnes



South Hams
District Council

Your details

Name

Telephone Email

Invoice Address

Meeting information

Name of meeting

Date of meeting Number of people attending

Start Time Finish Time

Room required

Cary Room Council Chamber Dining Room Repton Room

To check availability please telephone **01803 861234** or email **rooms@southhams.gov.uk**

If more than one room has been selected please specify what each room will be used for (i.e. lunch, breakout, etc.)

Room Layout Other:

Refreshments

Coffee - 75p per person (minimum charge of £7.50 per pot for 10)

Teabags & hot water - 75p per person (minimum charge of £7.50 per pot for 10)
Fruit / Herbal tea available

Biscuits (approximately 20) - £1

Orange squash - £2.50 per jug

Sparkling or Still water - £2.00 per 1.5 litre bottle

Orange juice - £3.50 per jug

Other

Food

Assorted sandwiches inc vegetarian served on a platter - £2 per person

Assorted baguettes served on a platter - £2.50 per person

Finger buffet - £4

Ploughman's lunch - £5

Yoghurt - 75p per person

Chips - 75p per person

Homemade cakes - 75p each or slice

Serving time(s) - from 9.00am

Cancellations: Tel. 01803 861234 or email **rooms@southhams.gov.uk**. Please ensure that you remember to cancel a room booking and / or refreshments with a minimum of 48 hours notice - please see the cancellation policy under the general terms and conditions of booking.

Note: This form is in PDF format. It requires you to have Adobe Acrobat Reader version 6 or above on your PC.

If you do not have this version it is downloadable free of charge from:

<http://www.adobe.com/products/acrobat/readermain.html>

You must have Adobe Acrobat Reader 6 or above loaded before you attempt to complete the form.

Thank you for completing this form

Please return it to South Hams District Council by email or fax

By email (preferred method)

Please use the submit button below to send your answers by email to:

rooms@southhams.gov.uk

By fax

01803 861477

Please use the print button below to print a copy for your records