

# Room Booking Form

## for meetings at Follaton House, Totnes



South Hams  
District Council

### Your details

Name	<input type="text"/>	
Telephone	<input type="text"/>	Email <input type="text"/>
Invoice Address	<input type="text"/>	

### Meeting information

Name of meeting	<input type="text"/>		
Date of meeting	<input type="text"/>	Number of people attending	<input type="text"/>
Start Time	<input type="text"/>	Finish Time	<input type="text"/>

### Rooms required

#### Room Layout

#### Equipment available on request

Cary Room	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Council Chamber	<input type="checkbox"/>	Fixed layout	<input type="text"/>
Dining Room	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Repton Room	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Nash Room	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

A portable Loop System is available for the Repton and Dining Room if requested.

To check availability please telephone **01803 861273** or email **rooms@southhams.gov.uk**

**Other information** - If booking more than one room please specify what each room will be used for (i.e. lunch, breakout, etc.) as well as other room layouts and equipment required.

### Refreshments

*(The Council has adopted a Fairtrade policy and uses Fairtrade products)*

<input type="checkbox"/> <b>Coffee - 80p per person</b> (minimum charge of £7.50 for 10)	<input type="checkbox"/> <b>Teabags &amp; hot water - 80p per person</b> (minimum charge of £7.50 for 10) Fruit/Herbal tea available
<input type="checkbox"/> <b>Biscuits - £1</b> (approximately 20)	<input type="checkbox"/> <b>Orange squash - £2.50 per jug</b>
<input type="checkbox"/> <b>Sparkling or Still water - £2.00 per 1.5ltr. bottle</b>	<input type="checkbox"/> <b>Orange juice - £3.50 per jug</b>

Other

### Food

<input type="checkbox"/> <b>Assorted sandwiches and bridge rolls (inc vegetarian) - £2 per person</b>	<input type="checkbox"/> <b>Chips - 75p per person</b>
<input type="checkbox"/> <b>Assorted baguettes served on a platter - £2.50 per person</b>	<input type="checkbox"/> <b>Homemade cakes - 75p each or slice</b>
<input type="checkbox"/> <b>Finger buffet - £4 per person</b>	
<input type="checkbox"/> <b>A selection of hot working lunches - £4.50 per person</b>	
<input type="checkbox"/> <b>Homemade soup of the day with half a baguette - £2.50 per person</b>	

Serving time(s) - from 9.00am

## 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 form by email to:

rooms@southhams.gov.uk

**Submit Form**

### By fax

01803 861477

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

**Print Form**

## Cancellations

Tel. 01803 861273 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.