

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

Rooms required and layout

Cary Room

Council Chamber Fixed layout

Dining Room

Repton Room

Nash Room

Interview Room Fixed layout

Equipment available on request

Screen

White Board (pens not provided)

Flip Chart

Projector

Loop System (Cary Room only)

To check availability email sw.rooms@swdevon.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

Coffee - £1.00 per person
(minimum charge of £10.00 for 10)

Teabags & hot water - £1.00 per person
(minimum charge of £10.00 for 10)

Biscuits - £1.00 (approximately 20)

Orange squash - £2.50 per jug

Variety of cold drinks

Orange juice - £3.50 per jug

Other

Food

Assorted sandwiches (inc vegetarian) - £2.30 per person

Assorted baguettes served on a platter - £2.80 per person

Finger buffet - £4.30 per person

Chips - 80p per person

Homemade cakes - 85p each or slice

Jacket Potato - £3.50 each, assorted toppings and salad

Please note that cakes and food for meetings must be ordered at least 48 hours prior to the meeting

Serving time(s) - from 9.00am

Thank you for completing this form

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

sw.rooms@swdevon.gov.uk

[Submit Form](#)

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

[Print Form](#)

Cancellations

Please email: sw.rooms@swdevon.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.