

## Southglade Food Park Room Booking Form



SOUTHGLADE  
FOOD PARK

Thank you for choosing to book a room at Southglade Food Park.  
Please complete your booking form and return to the Business Centre staff or via email to [enquiries@foodanddrinkforum.co.uk](mailto:enquiries@foodanddrinkforum.co.uk) at least 72 hours prior to your booking.

Please be aware that your booking is only complete when you receive email confirmation.

Date(s) of Booking:

Preferred Room:

Start Time:

*Please note that meeting rooms are available from 9.00AM.*

End Time:

*Please note that meeting rooms are available until 5.00PM.*

Contact Name:

Company Name:

Company Address:

Telephone Number:

Email Address:

*Please note that the room booking confirmation and invoice will be sent to this email address.*

Number of Attendees:

Equipment Required:      Projector      Flip Chart and Pens

Is Lunch Required?

If Yes, please choose your lunch option:

Please state any dietary requirements:

Number of those requiring lunch:

Do any of your visitors require assistance with accessibility?

If Yes, please provide details:

Additional Comments:

A 50% deposit is required at the time the booking is made, the remaining balance should be paid in full by no later than 24 hours prior to the booking.