|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Date | Breakfast | Registration refreshments | Mid-morning refreshments | Lunch | Mid-afternoon refreshments | Reception | Dinner | Bed |
|  |  |  |  |  |  |  |  |  |  |
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Event Title:

Event Dates:

Event Reference: KX

**Please use this form to notify the final numbers**

**for catering and accommodation.**

**You should return the form to us to arrive at least**

**seven days before the start of your event.**

In accordance with the terms and conditions of booking, once the final names and numbers have been notified to us, then these will be the minimum numbers to be charged for each service. Should the numbers increase, then the actual number taking each service will be charged.

Further additions for accommodation or catering will only be accepted by agreement, as unused beds or catering services are released for use by other events should they be required.

Substitutions of different names for residential accommodation may be made without penalty.

Additional residents or day visitors will be accommodated, providing that space and resources are available to provide services and facilities at the appropriate standards.

Please enter title, first name or initials, surname, arrival and departure dates, and the number of nights.

Please allow sufficient time for the forms to reach us before requesting amendments.

**For events with residential accommodation**, please complete the Residential Names List 2015 form, which notifies us of names and dates of stay. Please enter the sex, M or F for each visitor. This information is required so that we can ensure, whenever applicable, that shared facilities are assigned appropriately.