

Conference Facility Booking Enquiry Form

Please fill out the form below to enquire about our Conference / IT facilities (Please note that this is a request to book a room and does not constitute a booking until confirmed by Causeway Enterprise Agency)

* required field

Your Details

Contact Name: *	<input type="text"/>
Company Name:	<input type="text"/>
Contact Tel: *	<input type="text"/>
Contact Email: *	<input type="text"/>

Proposed Date(s) and Time(s)

Date(s) Required: *	<input type="text"/>
Number of People: *	<input type="text"/>
Access Time for Set-up: *	<input type="text"/>
Start Time: *	<input type="text"/>
End Time: *	<input type="text"/>

Room Selection (select all that apply)

<input type="radio"/> Conference Suite
<input type="radio"/> Theatre Style
<input type="radio"/> Classroom Style
<input type="radio"/> U-shape Style
<input type="radio"/> I.T. Suite
<input type="radio"/> Boardroom

Equipment Requirements (select all that apply)

<input type="radio"/> Projector & SMARTboard™
<input type="radio"/> Laptop
<input type="radio"/> Overhead Projector
<input type="radio"/> Flip Chart/ White Board

Catering Requirements (select all that apply)

<input type="radio"/> Tea / Coffee & Biscuits
<input type="radio"/> Tea / Coffee & Scones
<input type="radio"/> Lunch

Notes

= checkbox

Room selection: the three options for conference should be grayed-out until the conference room checkbox is activated