



ST JOHN'S INNOVATION CENTRE

Conference Booking Form

Post: Conference Manager, St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS
Tel No 01223 421811 Fax: 01223 420844 Email: conference@stjohns.co.uk

Your details

Company Name: _____
Address: _____
Telephone: _____
Email Address: _____
Contact Name: _____

Conference Details

Date of event: _____
Start time: _____
Finish time: _____
Rooms required: _____
No of delegates: _____
No of speakers: _____
Event Title: _____

Room layout:

Boardroom
Block
Classroom
Theatre style
U-shape
Other

(Depending on number of delegates, room booked etc., please ask for advice)

Extra Notes:

ST JOHN'S INNOVATION CENTRE LTD

Cowley Road Cambridge CB4 0WS

e. info@stjohns.co.uk t. +44 (0) 1223 420252 f. +44 (0) 1223 420844 w. www.stjohns.co.uk

An equal opportunities company registered office in England at above address with number 1900335



Rooms

	Non - Tenants		
	1 hour	1/2 day	Full day
Room 1	£35	£100	£130
Room 2	£45	£120	£180
Room 3	£35	£100	£130
Room 4	£45	£120	£180
Boardroom	£45	£120	£180

Tenants receive 50% discount on room hire

Half day = 3.5 hours

Full day = 7.5 hours

Equipment

Pencils	15p
Notebooks	70p
Flip chart	£4
OHP	£5
Mobile TV and video	£12
Wifi	Available free of charge on request
Laptop (per half day)	£50
Data projector (per half day)	£50

Catering

	Price	Covers	Time required	Cost
Coffee/tea	£1.10			£
Coffee/tea with biscuits	£1.25			£
Jug of Orange juice	£3.00			£
Mineral water (still 1.5ltr)	£2.10			£
Mineral water (sparkling 75cl)	£2.10			£
Your Buffet choice (see menus)	£			£
Total				£

Terms and conditions

- Cancellation Charges
 Less than 1 week: Full charge
 1-4 weeks' notice: 25%
 1 month notice: Nil charge
- Up to one hour is required to re-set and clean rooms.
- Bookings are only valid if this form has been completed and signed.
- Only food and beverages supplied by SJIC can be consumed in the rooms booked.

(Client Signature):

Date:

(SJIC Signature):

Date:

For official use only:

Room hire:	£	Equipment cost:	£
Catering costs: Food:	£	Catering cost: Drinks:	£
Total:	£	+VAT	