

HAMPTON BY HILTON LONDON WATERLOO



EVENT AGREEMENT with **Coaching leaders** created on 14.09.2015

COMPANY: The Meeting & Event Team Ltd ORGANISER: Andy Smith ADDRESS: NA TELEPHONE: 07967 591 313 FAX NO.: NA E-MAIL: andy@coachingleaders.co.uk	EVENT DATE: Thursday 19th & Friday, 20th November 2015 EVENT NO.: MET3650/1 Contact on the day: Mr Andy Smith EVENT SIGNAGE: Practical Appreciative Inquiry MAIN ROOM: Large Room
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ROOM NAME	TIME	EVENT	NOS	RATES
Large Room Thursday 19th November 2015	09.00 - 17.00	14 x Cabaret Style	1	DDR @ £50 per person +10 pax min numbers
		Unlimited Tea, Coffee & Biscuits	14	Inc in DDR
		Sandwich Buffet Lunch	14	Inc in DDR
Large Room Friday 20th November 2015	09.00 - 17.00	14 x Cabaret Style	1	DDR @ £50 per person +10 pax min numbers
		Unlimited Tea, Coffee & Biscuits	14	Inc in DDR
		Sandwich Buffet Lunch	14	Inc in DDR

Sandwich Buffet Lunch Required	Unlimited Tea, Coffee & Biscuits Required
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*should you have any special dietary requirements please inform your meeting & events sales contact in advance of the event / while we endeavour to cater for special dietary requests we may not be able to for on the day requests / we cannot guarantee any of our food is free from nuts

TV Screen available, flipchart with pad & pens, paper, note pads & pens	No accommodation required
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SPECIAL INSTRUCTIONS:

NA

RATES & BILLING:

RATES:
DDR @ £50 per person x 14 delegates x 2 days event: £1400 total amount inc VAT

ACCOUNT INSTRUCTIONS:
"FULL AMOUNT TO BE PAID - IF PAYING WITH CREDIT CARD PLEASE COMPLETE THE 3RD PARTY AUTHORISATION FORM (Agreement is only confirmed once form has been completed in full and returned).

DATE SIGNED: 26/9/2015	CLIENT'S SIGNATURE:
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Please sign above and on the Terms & Conditions, and return to verify that you 'the client' agree with the Hampton by Hilton Terms & Conditions and the minimum event numbers stated above.