

**Conference Facilities
at St. Gemma's Hospice**

A: 329 Harrogate Road, Moortown, Leeds, LS17 6QD
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Booking Form

Date of meeting	
Title of meeting	
Number of delegates	
Start time	
Finish time	
Purchase order number	
Name of organisation	
Contact name (booking)	
Contact name (on the day) & authorised signature	
Telephone	
Fax	
e-mail	
Postal address	
Invoice address (if different)	

Room	Capacity	Half day	Full day	Layout
Lecture Theatre	80			
Board Room	16			Board room style
Seminar Room	20			
Seminar Room	20			

Equipment (please tick)	
LCD projector	
Lap top	
Flip chart	
TV & DVD	
OHP	

Catering	Service Times			
Mineral water				
Orange juice				
Tea, coffee and biscuits				
Tea, coffee and pastries/cakes/scones				
Buffet menu (please specify buffet number)				

Please provide information regarding any special dietary requirements

Signature

Position