

## Wigan Investment Centre Booking Form

In order to ensure an efficient room booking service at The Wigan Investment Centre can you please confirm all your details by e-mailing [WICRoombookings@wigan.gov.uk](mailto:WICRoombookings@wigan.gov.uk) or faxing this form to Lyndsay Ward / Sheila Benson.

**Any provisional telephone booking will not be confirmed until this form is received.**

<b>Invoice Address:</b>		<b>Order No. (if used):</b>	
<b>Contact Name, Tel No. and Organisation:</b>			
<b>Name of Meeting:</b>			
<b>Room(s) required: Chose from Boardroom / Training Room / Room 3 / Room 4 or IT Training Suite</b>			
<b>Day and Date of Meeting:</b>			
<b>Time Room required</b>	<b>From: To:</b>		<b>Start of Meeting:</b>
<b>How Many will Attend:</b>			
<b>Catering Requirements (including time required e.g. 6 tea/coffee, biscuits at 5.00 p.m.):</b>			
<b>Equipment Requirements (Please indicate)</b>			
<b><i>If equipment is not pre-booked it will not be possible to set up at short notice.</i></b>			
<b>Set out of the room:</b> for example theatre style, boardroom or horseshoe			

**Contact Names:** For general enquiries please e-mail or telephone Lyndsay Ward / Sheila Benson on ext. **01942 705255**. If you are unable to e-mail your booking you can fax it on **01942 705272**.

**If you cancel your meeting do not forget to inform us as soon as possible in writing (preferably by e-mail) or if you prefer we can issue you with a cancellation form. All meetings not cancelled will be charged for.**

If you require any menu enquiries please contact us on the above number or email.

**(Office use only) – Booking taken and confirmed by \_\_\_\_\_**