

CONFERENCE & EVENTS BOOKING FORM



Thank you for your enquiry. To enable us to meet your requirements fully and to confirm your booking, please complete this form in full and return via email to maltings@cityofelycouncil.org.uk. Please note, due to demand, provisional bookings can only be held for a maximum of 7 working days.

EVENT DETAILS

Name of organisation

Address of organisation

Main contact on event day

Contact telephone number

Contact email address

Registered Charity Number

Event name

Date of event

Start and finish time

(charged from first entry to last exit)

 -

Number of delegates

Will you require a pre-visit?

Yes ☐ No ☐

ROOMS REQUIRED

Please note capacity options may vary dependent on seating style required

Whole venue
capacity 350

☐

Kempen Room
capacity 70

☐

Elysian Hall
capacity 30 - 242

☐

Orsay Lounge
capacity 12 - 15

☐

ROOM LAYOUT REQUIRED

Theatre

☐

Cabaret
6 foot table - 10 per table

☐

Classroom

☐

Number of chairs

☐

Boardroom

☐

U-shape

☐

Circle of chairs

☐

CATERING REQUIRED

Please write total number of each option required in the boxes

Tea - please enter time and quantity

Coffee - please enter time and quantity

Fresh fruit juice
jug (per person)

Still bottled
water (1l)

Sparkling bottled
water (1l)

Biscuit selection

Breakfast buffet
on arrival From £5.50

Registered Charity Number

Lunch*

☐

for lunch please enter letter reference and time required

* full range of all catering options, menus & costs attached with separate form

AUDIO VISUAL REQUIRED

Projector and
screen hire
(Elysian Hall, £55)

☐

PA system
(£25, Elysian hall)

☐

Screen
(free, Kempen Hall)

☐

Flipchart
and pens
(£5.00 each)

☐

Wi-Fi
(free)

☐

Projector hire
(Kempen Room, £25)

☐

A free hearing loop is available onsite. Disabled access is also available for the Kempen Room.

OTHER NOTES/QUERIES

HOW DID YOU HEAR ABOUT US?

TERMS & CONDITIONS

Core Hours

Core Hours for the conference rooms are Monday to Friday from 9.00am to 5.00pm. Arrangements can be made for earlier arrival or later departures, depending on the availability of staff and discretion of the Centre Manager. When making a booking please specify the time first access is required and the time you intend to vacate the conference room, for final exit.

Refreshments

All refreshments will be supplied as requested and detailed on the booking room. Please note we require 5 working days notice for all catering requests to enable us to ensure we are fully prepared and staffed ready for your guests – we cannot guarantee we can meet any amended requests after this date. We hold minimal stock on site and therefore may not be able to add or increase to selections on the day. Full allergen information is available on request.

Bookings

All bookings must be confirmed by completing the Conference Booking Form and are based on a minimum hourly rate basis subject to availability. Prices advertised correct at time of print – the Maltings reserves the right to amend or change options/pricing at any time. To secure your booking a 50% non-refundable deposit is required, with final balance due minimum of 4 weeks prior to the date of your booking. If your booking is due to take place within 4 weeks of initial booking, full payment will be required immediately. Payment can be made over the phone by credit/debit card direct with venue, Direct BACS payment as shown on invoice detail, or by Cheque made payable to CITY OF ELY COUNCIL and sent to The Maltings, Ship Lane, Ely, CAMBS, CB7 4BB. If payments have not been received by these dates then an 8% interest rate is charged on the overall amount.

Cancellations

All cancellations must be received in writing at least 5 working days before the date of the booking. If a cancellation is made within 7 working days of the booking a 50% cancellation charge of the event costs will apply. If a cancellation is made on the working day prior to the booking or on the day itself the full fee will apply.

Car parking

Some free local parking is available a few minutes walk from the venue at Ship lane, Fore Hill and Barton Road. There are some early morning restrictions in place prior to 8.30am. We can accommodate up to three car parking spaces in the Maltings staff car park – these will require permits to be displayed on the day and confirmed prior to event. Please make all attendees aware that parking is available in the nearby public car park and not at the venue. Ely train station is a short 8 minute walk from the venue with good links from Cambridge and surrounding areas.

On arrival

All attendees will be required to sign in at Reception (including car registration details).

In event of an Emergency

All attendees will be required to familiarise themselves with the nearest safe and alternative fire exits.

VAT

All conference services, including catering are subject to VAT at the prevailing rate.

I agree to the above and the attached detailed terms and conditions.

☐

SIGNATURE

Signature

Date