

**Contact Information**

Main Contact - payer	Alexander Valavanis School of Electronic and electrical Engineering School of electronic & electrical engineering University of Leeds Leeds LS2 9JT	Tel.	+44 (0)113 343 3224
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		Fax.	
Type	Day Meeting	Booked By	Emma Broadhurst
Booking status	Provisional	Booked On	Fri 05 Feb 16
Dates	Mon 11 Apr 16 to Wed 13 Apr 16	Confirmation Date	
Times	09:00 to 17:00	Event Manager	Emma Broadhurst
Numbers	8	Contact Tel.	
		Contact Email	e.broadhurst@leeds.ac.uk
		Sales Manager	

Conference Rooms

Rooms	From/To	Layout x People	Equipment	Qty
Devonshire Hall				
Evans Room	Mon 11 Apr - Wed 13 Apr	Cabaret (8)	Dev - Flipchart, Pens & Paper	1
Function Room	09:00 to 17:00			

Catering

Catering	Time	Description	Qty	Room	Area
Monday 11 Apr 2016					
Catering	09:00 - 17:00	Tea/Coffee & Biscuits (Dev Hall) Unlimited tea, coffee & biscuits	8	Devonshire Hallway	Devonshire Hall
Catering	12:30 - 13:30	Buffet Lunch	8	Devonshire Dining Room	Devonshire Hall
Tuesday 12 Apr 2016					
Catering	09:00 - 17:00	Tea/Coffee & Biscuits (Dev Hall) Unlimited tea, coffee & biscuits	8	Devonshire Hallway	Devonshire Hall
Catering	12:30 - 13:30	Buffet Lunch	8	Devonshire Dining Room	Devonshire Hall
Wednesday 13 Apr 2016					
Catering	09:00 - 17:00	Tea/Coffee & Biscuits (Dev Hall) Unlimited tea, coffee & biscuits	8	Devonshire Hallway	Devonshire Hall
Catering	12:30 - 13:30	Buffet Lunch	8	Devonshire Dining Room	Devonshire Hall

Additional Information

**Additional Information****Equipment**

Applicable to all days

AV&C will supply:

Power distro with 15 plug sockets distributed around the area as requested, set up of cables with tape to allow access for delegates. If event is confirmed Event Manager to send PO and room plan to AV&C.

Quote Information**Quote Details: q2**

Description	Quantity	Net Rate	Vatable	Net Subtotal
Mon 11 Apr 2016				
Other items				
AV&C power sockets	1	£180.00	<input type="checkbox"/>	£180.00
Catering - Catering - Tea/Coffee & Biscuits (Dev Hall)	8	£5.00	<input type="checkbox"/>	£40.00
Buffet Lunch	8	£8.50	<input type="checkbox"/>	£68.00
Room Hire	1	£150.00	<input type="checkbox"/>	£150.00
Net Subtotal				£438.00
Tue 12 Apr 2016				
Other items				
Catering - Catering - Tea/Coffee & Biscuits (Dev Hall)	8	£5.00	<input type="checkbox"/>	£40.00
Buffet Lunch	8	£8.50	<input type="checkbox"/>	£68.00
Room Hire	1	£150.00	<input type="checkbox"/>	£150.00
Net Subtotal				£258.00
Wed 13 Apr 2016				
Other items				
Catering - Catering - Tea/Coffee & Biscuits (Dev Hall)	8	£5.00	<input type="checkbox"/>	£40.00
Buffet Lunch	8	£8.50	<input type="checkbox"/>	£68.00
Room Hire	1	£150.00	<input type="checkbox"/>	£150.00
Net Subtotal				£258.00
Net Total				£954.00
VAT Total				£0.00
TOTAL				£954.00

Deposit & Cancellation Terms**Deposits - External Bookings Only**

The Conference & Events Office will request a deposit of 10% on any external booking exceeding £1000 (+vat). We will then require 50% of the remaining balance 6 months prior to the event start date. One month from the date of the event we will request 80% of the remaining balance. The outstanding balance will then be invoiced after the event. It is also possible that due to changes in numbers, etc we could be crediting customers who have overpaid in the lead up to an event.

A deposit request will be issued on confirmation of the booking and the remaining amounts will be requested in accordance with the time periods as mentioned above.

Cancellations (excludes Internal Delivered Catering events - contact us for more information)

The Conference & Events Office understands it can be difficult to predict numbers and that you may need to cancel part of your booking at one or more stages running up to the event.

To allow for small fluctuations, we allow a one-off cancellation of up to 5% of the value of the signed quote without charge. This right is only applicable up to fourteen days before the start date of the booking.

If you make a greater than 5% reduction in your delegate numbers or bedrooms numbers, or cancel meeting rooms or catering, you will be charged a percentage of the difference in value between the originally signed quote and the revised figures. For cancellations of the entire event the same



percentages apply to the full value of the original signed quote.

Schedule of percentages applicable:

More than 6 months notice - 0%

More than 3 months/less than 6 months notice - 30%

More than 1 month/less than 3 months notice - 50%

More than 1 week/less than 1 month notice - 75%

Less than 1 weeks notice - 100%

Please make a careful note of this schedule. All cancellation charges will be based on the numbers and facilities on the signed booking form. All cancellations must be notified in writing.

Signatures

I have read and understood the terms and conditions.

Signed On Behalf of:

Invoice Address (if different from Contact Address)

Company _____

Name _____

Signature _____

Address _____

Print _____

Position _____

Date: _____

Postcode _____

VAT Registered No. _____

Tel No: _____

Company Registered No. _____

Email Address _____

Purchase Order No. _____

Due to Changes in our finance procedures please provide a letter heading for your company when returning the signed copy of the Booking Contract

Please return your signed copy of the Booking Contract and Company Letter heading to:

Conference & Events Office, University of Leeds, University House, Cromer Terrace, Leeds, LS2