



## Conference Booking Form

Baden Powell Close, Dagenham, RM9 6XN  
 Tel (020) 8526 8200, Email. [enquiries@harmonyhousedagenham.org.uk](mailto:enquiries@harmonyhousedagenham.org.uk)

**This form should be completed in full and returned to us well in advance of the event**

Name of Organization	
Address	
Full Details of Events	

Name of Organiser:	Email address:
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Telephone:	Fax:	No. of People Attending (Including Facilitators):
Date(s)	Start From:	Finish To:
	From:	To:
	From:	To:

FURNITURE LAYOUT	tick	AUDIO/VISUAL FACILITIES	tick	REFRESHMENT SELECTION	No
Board Room Style		Flip Chart with Pens £15			
Theatre Style		Power Point Projector £20		TCB - One serving £1.20 pp	
Circle		CD Player £15		TCB - All day £3.00 pp	
Semi-Circle		White Board with Pens £15			
Cafe Style					
Horse Shoe with Tables					
Horse Shoe without Tables					
				<b>Please indicate your Tea, coffee and biscuits serving times</b>	
				<i>Arrival</i>	
For catering options please call Reception on 02085268200:				<i>Mid-morning</i>	
				<i>Lunch</i>	
				<i>Afternoon</i>	

Signature of Authorised Person (Hirer):

Booking Confirmed (Harmony House/Signature):

FOR OFFICE USE ONLY:

G6		G7		
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**Harmony House Dagenham**

Company Number 6565448