

Meeting & Conference Facilities



Business & Enterprise Hub

(0161) 785 4650



E3 booking request form

E3 Business & Enterprise Hub – Tel: 0161 785 4650
Earl Business Centre, Dowry Street, Oldham, OL8 2PF

Office Use:
REF:

Booking Details:

Date(s):	<input type="text"/>
Time(s):	<input type="text"/>
Room(s) Required:	<input type="text"/>
Purpose of hire:	<input type="text"/>
No of delegates:	<input type="text"/>

Customer Details:

Organisation:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		Postcode: <input type="text"/>
Tel No:	<input type="text"/>	Fax:	<input type="text"/>
E-mail:	<input type="text"/>		
Invoice Address if different from the above:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		Postcode: <input type="text"/>

Layout:

Boardroom ☐ Conference ☐ Theatre ☐ Other ☐

If other, please sketch required layout:

Office use only

Room allocated _____