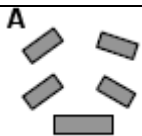


Beacon Hill Academy
 Erriff Drive
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 Essex RM15 5AY
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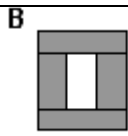
BEACON HILL ACADEMY TRAINING SUITE - BOOKING FORM

Booking Date
Name
Organisation
Address
Telephone No
Fax No
Email Address
Invoice to be addressed and sent to
Event Date
Event Time
Number of Attendees
Equipment Required
Table Layout (See diagrams)
Refreshments (Tea,Coffee,Juice, Biscuits)
Buffet
Any Special Dietary Needs



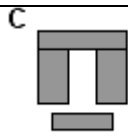
A
Cafe Style

Diagonal tables
facing a front
table



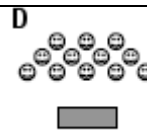
B
Boardroom

Tables arranged in
a square



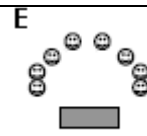
C
Horseshoe

As boardroom with
end table detached



D
Theatre

Rows of seats
facing a table



E
U Shape

As theatre but
chairs in a u shape

Signed

FOR OFFICE USE ONLY
In Diary
Invoice Sent
Invoice Paid
Comments