

FACILITIES BOOKING FORM

Please download and print a copy of this form, providing as much information regarding your booking requirements as possible. Once completed, ensure that you have signed and stamped where indicated and fax to Al-Futtaim Training Centre on +971 4 285 7314. We will acknowledge your booking within 48 hours of receipt.

VENUE CANCELLATION POLICY			
Cancellations up to 10 days - no charge	Between 5-10 days - 50% charge	Below 5 Days - 100% Charge	
EVENT DETAILS			
Event Name :		
No: of Delegates :	Duration : day(s)	
Date From :	Date To :	
Time From :	Time to :	
BILLING/ COMPANY DETAILS			
Company Name :		
Contact Person :	Designation :	
Telephone :	Fax :	email :	
Postal Address :		
SERVICE REQUIREMENT DETAILS			
Equipment(s) Required (Included in fee)			
<input type="checkbox"/> T.V. & VCR/ DVD	<input type="checkbox"/> LCD Projector & PC or VCR	<input type="checkbox"/> Video Camera <input type="checkbox"/> Stereo Cd Player	
<input type="checkbox"/> Sound System w/ lapel microphone	<input type="checkbox"/> Laser Pointer	<input type="checkbox"/> Smartboard connected to Instructor PC	
Equipment(s) Required (Additional fee, see Rate Sheet)			
<input type="checkbox"/> Laptops for participants	<input type="checkbox"/> Network Connection for participants	<input type="checkbox"/> Additional flipchart stands (1st is included)	
Services Required (Included in fee)			
<input type="checkbox"/> Name Badges	<input type="checkbox"/> Name Plates	<input type="checkbox"/> Attendance Sheets <input type="checkbox"/> Note Sheets & Pencils	
Services Required (additional fee, see Rate Sheet)			
<input type="checkbox"/> Photocopy B&W	<input type="checkbox"/> Photocopy Color	<input type="checkbox"/> Photographer <input type="checkbox"/> CD/DVD Backup	
Room Type			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Conference Room		
Room Seating Arrangement			
<input type="radio"/> Theatre Style	<input type="radio"/> Conference Style	<input type="radio"/> Chevron Style <input checked="" type="radio"/> Classroom Style	
Catering Needs			
<input type="checkbox"/> Tea/ Coffee/ Biscuits	At	<input type="checkbox"/> Buffet Lunch (additional fee At	
<input type="checkbox"/> Sandwiches (additional fee)	At	<input type="checkbox"/> Finger Buffet (additional fee)At	
PROPOSED/ AGREED CHARGES			
Venue		Catering	
			Other
AGREED & ACCEPTED (This form/ booking is valid only if signed)			
Name :	Signature :
Designation :	Date :