

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	:		