



Spirituality and Conference Centre
Group Booking Form

Mount Angelus Road, Roehampton,
London, SW15 4JA
Tel: 020 8788 4188
www.thekairoscentre.co.uk
bookings.kairos@psmsg.org.uk

Contact Name & Title.....

Name of Organisation Charity No Purchase Order No

Address PostCode.....

Telephone Email

Contact Name & Email for Invoice

DEPOSIT: (Minimum 25% deposit required for all bookings) Deposit to pay: £.....

Number of Attendees

Arrival Date Time Departure Date Time.....

Meeting room Room Layout.....

Breakout rooms

Equipment required (included in room hire fee)

Speakers [] Projector [] Screen [] Flip chart [] TV [] DVD [] Laptop [] Microphones (up to 3)

Table with 3 columns: Accommodation required - Guests are allocated by room type... Room Type (Single Standard Plus, Single Standard, En-suite, En-suite Bungalow, En-suite Shared) No of guests

Dietary requirements and numbers

Lunch Meal times: please choose [] 12:30 or [] 13:00 [] Soup & Roll
[] 2 course meal [] 3 course meal [] Hot Fork Buffet [] Savoury Buffet [] Sandwich Buffet

Evening Meal - 18:00 only

[] 2 course meal [] Hot Fork Buffet [] Savoury Buffet [] Soup & Roll

Tea & coffee serving times

Table with 5 columns: Date, Breakfast (8-9am), Lunch, Evening Meal, Tea/Coffee

Mobility Requirements

Dietary Requirements & Additional Notes (we can only provide for vegetarian, vegan and Gluten or dairy free diets):

For BACS payments: Royal Bank of Scotland Bank account 23123609 Sort Code 16-00-15

Please make your cheques payable to The Kairos Centre. Credit/Debit payments are also possible either in person or by telephone, Monday to Friday 9.00-5.00. Please confirm availability before completing a booking form.

A receipt will be sent by email. If you require a paper receipt please enclose a stamped addressed envelope. Please keep a copy of this form for your records.

By returning this form with a deposit you are stating that you accept our terms and conditions.