

Blair Bell Education Centre

Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS

Tel: 0151 702 4412

Fax: 0151 702 4415

Room Hire and Day Delegate Packages

All Packages Include:

- Room hire
 - 08:30 to 17:00 (full day)
 - 08:30 to 12:30 or 13:00 to 17:00 (half day)
 - 18:00 to 21:00 (evening)
- A.V. equipment
- A.V. technical support
- Free off-site secure car parking (08:30 – 18:00)

Bronze Package

£20 per person

On Arrival

Tea, Coffee & Biscuits

Mid Morning

Tea, coffee & morning pastries

Lunch

A selection of traditional style sandwiches including vegetarian option

Assorted Crisps

Fresh Fruit Platter

Fresh Orange Juice
Mineral Water
Tea & Coffee

Mid Afternoon

Fruit Scone & Jam
Tea & Coffee

Mints

Silver Package

£25 per person

On Arrival

Tea, Coffee & Fresh Orange Juice

Mid Morning

Tea, Coffee & Biscuits

Lunch

Chicken Goujons served with a salsa dip
Vegetable Pakora served with a mint riata
Freshly made Broccoli & Stilton Quiche

A selection of freshly prepared sandwiches

Crisp Mixed salad
Potato Salad
Florida Coleslaw

Dessert

Fresh Orange Juice
Mineral Water

Mid Afternoon

Tea and Coffee

Gold Package

£30 per person

On Arrival

Tea, Coffee & Fresh Orange Juice

Mid Morning

Tea, Coffee & Biscuits

Lunch

Beef Stroganoff served with boiled rice

Smoked fish, seafood & broccoli in a cream sauce with pasta ribbons

or

Vegetarian Option

Served with a seasonal salad & boiled new potatoes

Dessert

Fresh Orange Juice

Mineral Water

Mid Afternoon

Tea & Coffee

Half Day Delegate

£12 per person

On Arrival

Tea, Coffee & Biscuits

Mid Morning

Tea, Coffee
Mini Muffins/Hand Made Cakes

Half Day Delegate With Working Lunch

£15 per person

On Arrival

Tea, Coffee & Biscuits

Mid Morning

Tea, Coffee
Mini Muffins/Hand Made Cakes

Lunch

Fresh Orange Juice

Assorted Sandwiches
Crisps

Fruit Platter

Evening Delegate Rate

£15 per person

Tea, Coffee & Fruit Juice
Canapés

Room Only

***Seminar Rooms and
Aintree Suite only***

£50 half day

£100 full day

BLAIR BELL EDUCATION CENTRE
BOOKING FORM

EVENT DETAILS

Event title

Date of Event

Number of delegates

VENUE DETAILS

Room Only Package

Room only **full day** Room only **am** Room only **pm**

Preferred Room

Lecture Theatre Seminar Room 1
(Min 40 delegates)

Seminar Room 2 Aintree Suite

Room Layout

Boardroom Theatre Style
(N/A in Lecture Theatre)

AV requirements

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.....
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CATERING DETAILS

Number of delegates

Bronze Silver Gold

Half Day Half Day Evening
(with Lunch)

Catering Times

On arrival

Mid morning

Lunch (if applicable)

Mid afternoon (if applicable)

BOOKING CONTACT

Name

Job title

Address

.....

.....

Telephone number

Fax number

Email address

INVOICE DETAILS

Address to send invoice

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- **FAILURE TO RETURN BOOKING FORM AND PAYMENT AT LEAST TWO WEEKS BEFORE EVENT MAY RESULT IN THE VENUE AND OTHER REQUIREMENTS BEING UNAVAILABLE**

Cancellation Policy

ALL CANCELLATIONS MUST BE MADE IN WRITING

Cancellations made up to **six** weeks before the course will be eligible for a full refund.

Cancellations made between **six** and **three** weeks before the event will lose 50% of the booking charge or alternatively you can transfer, without penalty, to another date where rooms are available.

Cancellations made 14 days or less before the event are liable for the full charge. (Special circumstances will be taken into account by the Education Centre Manager, if informed prior to the event).

Please return this form to:

**Blair Bell Education Centre
Liverpool Women's NHS Foundation Trust
Crown Street
Liverpool
L8 7SS**

Tel: 0151 702 4412

Fax: 0151 702 4415

TERMS AND CONDITIONS

BOOKINGS:

Provisional bookings will be accepted by phone for external bookings. The person responsible for the booking and payment of fees must complete a booking form in order for booking to be confirmed. Failure to return a completed form to the Education Centre within seven days may result in the room(s) being re-allocated.

Confirmation of bookings will be issued by the administrator and will include room allocation and confirmation of any additional requirements for the event.

The administrator reserves the right to alter individual room bookings to ensure maximum usage of the Centre.

The customer will be held responsible for adhering to booking times.

The Lecture Theatre can only be booked for a minimum number of 40 delegates and is not available for room only packages.

ROOM LAYOUT:

Major changes to room layout must be organised with Education Centre staff in advance of the event. The customer may make minor changes to the layout of the furniture on condition that it is returned to its original layout prior to vacating the room.

CATERING:

Final delegate numbers must be received at least 14 days prior to the event.

AUDIO VISUAL EQUIPMENT:

All A.V. equipment listed in the brochure is included in the charge. Only A.V. requirements clearly stated at the time of the booking can be guaranteed. However, we will try to accommodate your requirements where possible.

CONDITIONS OF USE:

We operate a strict no alcohol and no smoking policy on the site of the Liverpool Women's NHS Foundation Trust. Anyone found in breach of this policy will be asked to vacate the premises. Please be aware that the Centre is situated in a hospital, therefore we ask all users to adhere to our security guidelines at all times.

Thank you for your co-operation

BLAIR BELL EDUCATION CENTRE
CUSTOMER SATISFACTION QUESTIONNAIRE

Date of Event

Room Hired

Please rate the following by circling the relevant rating:

Room

Poor Fair Good Excellent Comments
.....
.....

Equipment

Poor Fair Good Excellent Comments
.....
.....

Environment e.g. heating, lighting etc.

Poor Fair Good Excellent Comments
.....
.....

Support Services

Poor Fair Good Excellent Comments
.....
.....

Catering

Poor Fair Good Excellent Comments
.....
.....

Parking

Poor Fair Good Excellent Comments
.....
.....

Thank you for taking the time to complete this form

Please return completed form to:
Blair Bell Education Centre
Liverpool Women's Hospital
Crown Street
Liverpool, L8 7SS