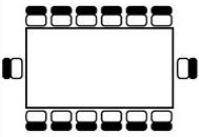
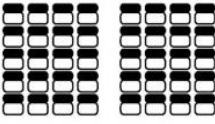
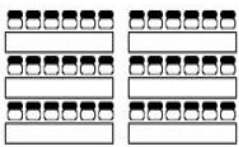
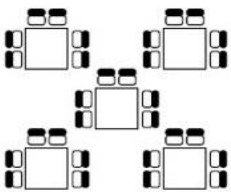
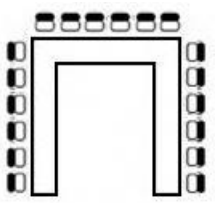


<b>Purchase Order number:</b>				
<b>Name of company/organisation:</b>				
<b>Contact name:</b>				
Daytime Tel. No:			Invoice Address:	
Mobile No:			Invoice Email address:	
Email Address:			Company No.	
			VAT No.	
<b>Date Required</b>	<b>Start/End Time</b>	<b>Number of Attendees</b>	<b>Room Required</b>	<b>Meeting/Course Title</b>
<b>Room Setup</b> Delete where applicable *  <b>Layout:</b> See guidance notes below Boardroom Theatre Classroom Cabaret U- Shape  <b>Equipment:</b>  Flipchart Pad & Pens OHP & Screen LCD Projector Laptop DVD/Video Microphone Video Conferencing Skype		<b>Refreshments - Tea/Coffee/Water</b> (N. B. One serving is included per session in the room rate. Additional servings are charged at £1.50 per person) <b>Please insert time/s required:</b> On arrival:                          Mid-morning: Lunch time:                          Mid-afternoon:  <b>Catering</b> (separate charges apply) <b>Number of lunches required:</b> <b>Time required:</b> <b>Buffet choice:</b> Delete where applicable * Sandwich Platter (£5.50p.p.) Platter A (£6.75p.p.) Platter B (£7.75p.p.)  <b>Optional Extras:</b> Delete where applicable * Fresh Cream Cakes (£1.80p.p) Assorted Mini Cakes (£1.50p.p) Fruit Platter (£1.70p.p)  <b>Indian Style hot lunch (Minimum order for 4 people £7.95 pp)</b> <b>Option A</b> - Homemade chicken masala (mild), cumin rice, one pakora and chutney <b>Option B</b> - General Aj’s chicken (Ginger, honey and sweet chilli), plain rice, wok cooked broccoli <b>Option C</b> - Channa Daal (Lentil daal masala), cumin rice, one pakora and chutney and cucumber riyata		
Other relevant information:				
I/We confirm that we have read the terms and conditions of hire and agree on behalf of the organisation to comply with the conditions and be bound by them.				
Signature of applicant: .....				
Date: .....				

Room Layout	Conference Room	Meeting Room 1	Meeting Room 2
 Boardroom	40 Delegates	18 Delegates	18 Delegates
 Theatre	60 Delegates	30 Delegates	30 Delegates
 Classroom	34-38 Delegates	20 Delegates	20 Delegates
 Cabaret	30-36 Delegates	18 Delegates	18 Delegates
 U shape	24-28 Delegates	16 Delegates	16 Delegates Subject to AV requirements

**Flexible Meeting Rooms are available for 2-12 delegates, please call or email for further information, as they are subject to availability.**

**\*Half-day (Monday – Friday): 9am - 1pm / 1.30pm – 5.30pm**

**N.B.** Please note that bookings which do not fall within day/half-days, or run over agreed times will be liable to a surcharge.

One serving of tea/coffee/water is included per half-day in the room rate. Each additional serving is charged at £1.50 per head plus VAT.

**Our caterers will make every effort to provide alternatives for special diets but cannot guarantee that ingredients do not contain, or have not been contaminated by certain allergens. We will not assume any liability for adverse reactions to food consumed.**

	<b>Conference Room</b>	<b>Meeting Room 1</b>	<b>Meeting Room 2</b>
	60 delegates	18 delegates	18 delegates
Room price per half-day (Exclusive of VAT)	£125	£90	£90
Room price per day (Exclusive of VAT)	£225	£150	£150
Room price per hour (Subject to availability, exclusive of VAT)	N/A	£25	£25

### **Additional Equipment**

Room prices include the supply of flipchart and pens, OHP and screen. Please list any additional equipment required on your booking form. The PH team are happy to provide you with any assistance you may need in setting up and positioning equipment. Please note that all equipment is subject to availability.

Video and audio conferencing are charged separately – please ask for details.

### **Catering Options**

#### **Sandwich Platter £5.50 per person**

Selection of Sandwiches, Fruit Juice and Assorted Mini Cakes

#### **Platter A £6.75 per person**

Selection of Sandwiches, Sausage Rolls, Chicken Tikka Sticks, Mini Margherita Pizzas (v), Tortilla Chips & Dips And Fruit Juice

#### **Platter B at £7.75 per person**

Selection of Sandwiches and Wraps and 7 selected items from platter selection

### **Optional Extras**

Mini Cake Selection Cakes £1.50 per person Assorted Mini Fresh Cream Cakes at £1.80 per person

Fresh Fruit Platter £1.70

# **Guidance Notes for Visitors to the Pinnacle House**

## **Car Parking**

Please ensure that all cars have been parked correctly in the Visitor Car Park in front of Pinnacle House.

## **On Your Arrival**

The hirer or the facilitator must report to reception on their arrival. In each room you will find a register; each person must sign in.

## **Security and Fire Instructions**

The hirer or their representative is responsible for ensuring that the Fire and Health and Safety requirements are complied with. They are responsible for ensuring that the attendance register is correctly completed, for notifying delegates of Fire and Health and Safety requirements and for ensuring evacuation of delegates should the fire alarm activate.

Please be aware of the following emergency instructions. Anyone with a disability who may encounter special difficulties should inform the event organiser when signing the attendance register. In the event of a fire, the fire alarm will sound continuously. Please use the nearest safe emergency exit. Assemble at the fire assembly point in front of Pinnacle House, as appropriate. Do not stop to collect personal belongings. Do not re-enter the building until authorised to do so by a Fire Officer or Fire Warden.

## **AV Equipment**

All meeting rooms are equipped with resident PC and AV equipment, configured and ready for use.

We recommend that prior to your meeting you take the time to ensure that you are familiar with this and that it is compatible with your own presentation aids (such as DVD, memory stick, lap top / Mac book, etc.)

All AV and IT provision is configured by WPE and must not be reconfigured or interfered with by the hirer or their representative. WPE reserves the right to charge the hirer on the event that IT support is required to rectify an issue caused by such an act.

WPE also reserves the right to charge the hirer for any damaged or missing item (for example a presentation wand or USB driver).

## **No Smoking Areas**

All buildings on Pinnacle House are 'No Smoking' buildings. Those who smoke should do so well away from the building. Smoking bins are provided.

## **Mobile Phones and Public Telephone**

If you wish to make a telephone call during your visit to Pinnacle House please confine all mobile phone use to the reception areas or outside the building.

## **Queries or Problems**

If you have any queries or problems, please ask a member of staff. We are always pleased to improve our services and will take your views fully into account.

## **Unloading**

If you have items to unload, please go to reception for admittance.

PH reserves the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In this case PH will not be liable for the payment of any compensation to the hirer or any other person

## **Terms & Conditions of Business**

### **Prices**

All prices quoted are subject to VAT at the standard rate. Prices are reviewed annually on the 1<sup>st</sup> April. All bookings after this date will be charged at the new rate.

### **Bookings**

All provisional bookings must be confirmed by completion of a booking form within 14 days. If no booking form is received Pinnacle House reserve the right to re-sell the facility.

Any equipment required for the booking must be ordered in advance to ensure availability. Final numbers must be confirmed not less than 7 days prior to the event. Special dietary requirements should also be advised at this time. Regretfully, numbers confirmed at this time must be paid for even if subsequently cancelled.

All catering and refreshments will be supplied by PH, unless otherwise agreed.

In the event of the occurrence of a force nature the obligations of PH will be suspended.

### **Surcharge**

The Management Team reserves the right to charge a sum equal to 2 hours for bookings which do not fall within the day/half-day session times of 9am - 1pm / 1pm - 5pm (Monday – Friday).

Management also reserves the right to charge a sum equal to the hourly rate for the room in use where a meeting overruns the agreed time. The minimum surcharge will be equal to 1 hour irrespective. Please note that the conference room is charged at £42.50 per hour.

### **Payment**

All invoices are due for payment within 30 days of the invoice date.

Payment may be in the form of a cheque made payable to Wrest Park Ltd. also by cash, card or BACS.

If paying by BACS, please make payment to the following account details:

Account Name: Wrest Park Ltd.  
Sort code: 20-65-82  
Account number: 73267105

### **Cancellation by the client**

Any cancellation must be in writing. This applies to all events that have been confirmed.

In the event of a cancellation the following scale of charges will apply:

Less than 48 hours before the event	100%
Less than 1 week before the event	50%
Less than 2 weeks before the event	15%

### **Changes/Cancellation by PH**

The management reserves the right to re assign a booking to an alternative room.

## Parking

PH does encourage all users of the centre to car share or to use public transport where possible. Whilst there is a parking available at PH we cannot guarantee a car parking space.

PH does not accept any responsibility for vehicles using the car park.

## Health and Safety

PH has public liability insurance.

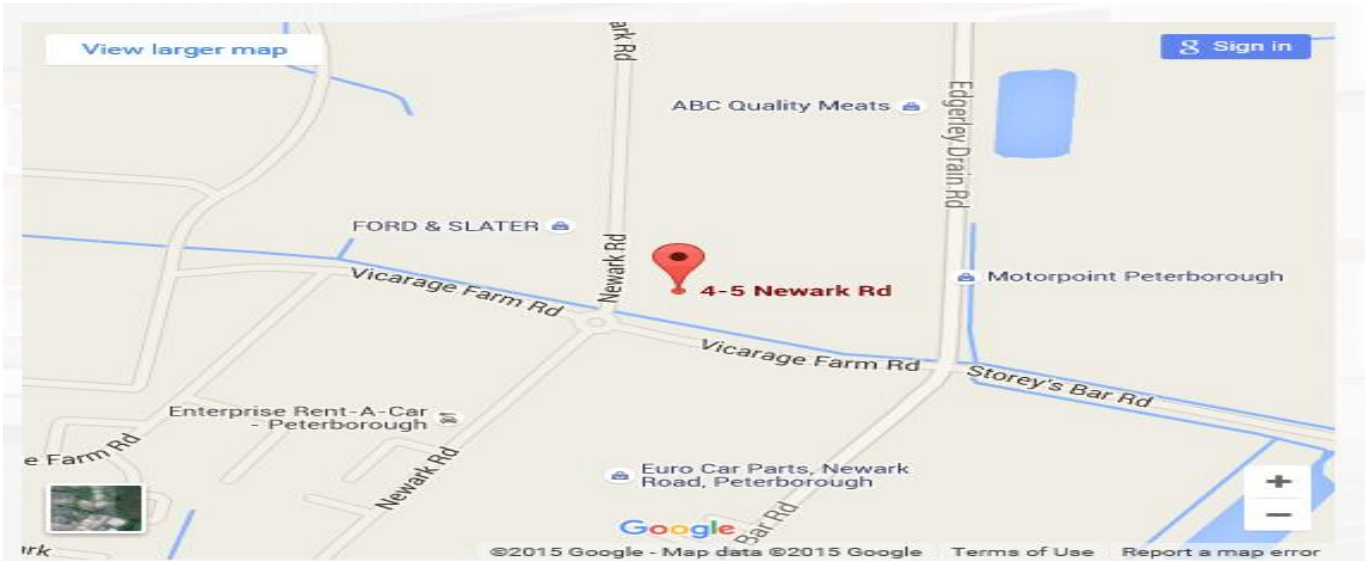
PH does not accept responsibility for loss or damage to property or vehicles of any client, delegate or visitor to the Pinnacle House Business Centre.

The health and safety of all visitors to PH is of paramount importance and as such we ask that all clients, delegates and guests comply with Health and Safety legislation and other licensing and appropriate statutory regulations.

## Data Protection

We regard the lawful and correct treatment of personal information as very important to successful operation for maintaining confidence between ourselves and those with whom we deal, therefore we make every effort to ensure that personal data is treated lawfully and correctly by any employee that has access to personal information. We fully endorse and adhere to the principles of data protection as detailed in the data protection act 1998. Any information supplied will not be passed on to third parties.

## Location and Parking



**Telephone**  
**01733 857600**

**Email Address**  
[info@pinnaclehouse.co.uk](mailto:info@pinnaclehouse.co.uk)

**Address**  
Pinnacle House  
Newark Road  
Peterborough  
Cambridgeshire  
PE1 5YD

Pinnacle House is located just off the A1139 in the Fengate area in Peterborough. We are on Newark Road with 'We Sell Any Car' located opposite to us. On arrival at Pinnacle House turn left when you enter through the gates and the visitor car parking is on your left-hand side.