

**Conference Booking Confirmation. Please complete the form in full, read and sign the terms and conditions and return a copy of the form to: [conferences@newtonrigg.ac.uk](mailto:conferences@newtonrigg.ac.uk)**

**Event Details:**

Start Date of Event:	Click to enter date	Finish Date of Event:	Click to enter date
Event Name:	Enter Event Name	Expected Numbers:	Enter number of attendees
Contact Name:	Enter Contact Name		
Address:	House Name/Number/Building Name/Company Town Postcode		
Telephone:	Contact Number	Email:	Contact Email

**Catering Details:**

Catering Selection		Quantity Required	Time
Hot Beverages AM:	Please Select	Enter number	Enter time
Hot Beverages AM:	Please Select	Enter number	Enter time
Hot Beverages PM:	Please Select	Enter number	Enter time
Hot Beverages PM:	Please Select	Enter number	Enter time
Cold Beverages AM:	Please Select	Enter number	Enter time
Cold Beverages AM:	Please Select	Enter number	Enter time
Cold Beverages PM:	Please Select	Enter number	Enter time
Cold Beverages PM:	Please Select	Enter number	Enter time
Sandwich Platters:	Please Select	Enter number	Enter time
Buffets:	Please Select	Enter number	Enter time
Any other requirements:		Enter number	Enter time
Any dietary requirements:			

**Room Hire Details:**

Access to Room Time:	Enter Time		
Event Start Time:	Enter Time	Event Finish Time:	Enter Time
Room Layout Required:	Please Select	AV Required:	<input type="checkbox"/>
Contact person for day:	Name of contact	Contact Number	

**Confirmation and Invoicing Details:**

Final event details required: **14 DAYS PRIOR**

Purchase order number: Please enter

Invoice address and contact (If different from above):

Name

House Name/Number/Building Name/Company

Town

Postcode

As part of our safeguarding and health and safety procedures, we ask that all Visitors and Contractors read the Colleges Commitment to Safety Statement.

### **OUR COMMITMENT TO YOUR SAFETY**

Within the Askham Bryan College Group, all our learners, staff, partners and visitors have a right to feel and to be safe at all times. We aspire for both Askham Bryan and Newton Rigg College to be places where our learners can thrive and achieve their goals.

**IF AT ANY TIME DURING YOUR VISIT TO OUR COLLEGE YOU BECOME CONCERNED ABOUT THE SAFETY AND WELFARE OF SOMEONE ELSE, PLEASE ASK AT OUR RECEPTION DESK TO SPEAK TO ONE OF OUR SAFEGUARDING TEAM WHO WILL RESPOND AS A MATTER OF PRIORITY.**

### **Safeguarding**

- On arrival please report to the Conference Centre Staff Team.
- The College takes its commitment to safeguarding very seriously.
- Do not have any physical contact with our learners.
- Do not exchange any personal contact details with our learners.
- Do not take images of students or the campus unless authorised to do so.
- All visitors must remain within the identified areas associated to the facilities being hired and are not permitted to wander around site. Visitors Lanyards must be worn when outside of the Conference Centre.
- All cars must enter via North Entrance and be parked in designated Conference car park only.

### **Health & Safety**

- Please be aware that vehicles, especially farm machinery, will be moving around campus, so visitors must be vigilant at all times. There is a speed limit of 10 mph.
- In the event of a fire, please follow the instructions of the Conference Centre Staff Team.
- The campus is non-smoking please adhere to the designated smoking areas if you wish to smoke (including e-cigarettes).
- Please ensure that any accidents or incidents are reported to the Conference Centre Staff Team.

### **Privacy Statement**

Askham Bryan College is required under the General Data Protection Regulation (“GDPR”) to provide you with details of why we collect your personal data, what we do with it, who we share it with and how long we intend to keep it.

The data you provide will be stored and processed by the College to support your booking. By signing this document, you agree to the College processing your personal data in this way.

The College holds personal data in accordance with the College data retention policy which is available at <https://www.askham-bryan.ac.uk/the-college/college-policies>. All data will remain at all times within the UK and European Economic Area (“EEA”).

You can withdraw your consent for processing at any time (though this may have consequences for your booking).

Concerns can be reported to the College Data Protection Officer ([judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk)) and complaints made to the ICO <https://ico.org.uk/concerns/>.

**I have read and understood the enclosed Terms and Conditions, College Commitment to Safety Statement and Privacy Statement**

Name: M Wiggins

Signed: *MWiggins*

Date: 14/08/2019