

The Arkwright Society

**BOOKING FORM FOR THE MAIN MILL CONFERENCE CENTRE**

NAME.....  
ORGANISER/HIRER.....  
ADDRESS(POSTCODE)  
.....  
TELEPHONE.....FAX.....

DATE REQUIRED DAY(S) ARRIVAL TIME DEPARTURE TIME  
.....

ROOMS BOOKED.....  
NUMBER OF PEOPLE.....  
LAYOUT OF ROOM.....  
EQUIPMENT REQUIRED... OHP... SCREEN/FLIP CHART..... TV/VIDEO.....  
POWER POINT PROJECTOR...LAPTOP....  
WORDING OF SIGN TO DIRECT PEOPLE.....

**CATERING:**

ORANGE JUICE.....MINERAL WATER.....BISCUITS  
TIMINGS FOR TEA &COFFEE (INCLUSIVE) AND/ OR OTHER  
REFRESHMENTS DETAILED ABOVE.....

SEE ATTACHED MENU OPTIONS:

LUNCH MENU SELECTED (ONE PER VISIT).....  
TIME OF LUNCH.....  
SPECIAL DIETARY REQUIRMENTS.....

**CHARGES:**

ACCOMMODATION.....PLUS VAT  
LUNCH.....PLUS VAT  
OTHER EXTRAS.....PLUS VAT

I have read the booking conditions and agree that our organisation will be bound by them.

Signed..... Date.....  
E Mail.....

Please complete and return to:

Visitor Services Dept, Cromford Mill Conference Centre, Mill Lane, Cromford DE4 3RQ. Telephone or fax 01629 825995 or e mail to [visitorservices@arkwrightsociety.org.uk](mailto:visitorservices@arkwrightsociety.org.uk)

The Arkwright Society is a registered charity no: 515526 Company no: 1630237.VAT  
No: 127107301