



Booking Request

Course/Event Title(s)	
Organisation name	
Trainer (if known)	
Contact name:	
Address:	
Postcode:	
Telephone:	
Email:	
Invoice details if different to above:	
Enter discount voucher or promotional code:	
Date(s):	
Time(s):	
Number attending:	
Number of room(s) required:	
Lunch requirements:	
Time to be served:	
Refreshment requirements:	

Training & Conference Centre

The Media Centre Stonehills Shields Road Gateshead NE10 0HW
Tel: 0191 495 2895 Fax: 0191 469 1862 Minicom: 0191 438 1122 www.mph-uk.com
MPH is registered in England and Wales as a limited liability company number 4250604



Times to be served:	
Equipment:	
Will you require assistance to setup the equipment:	
Room layout:	
Any additional information: i.e. dietary needs	

Please return the completed booking form 10 days prior to the event.

Cancellations

Cancellations must be made in writing (letter/fax/email) and may be subject to the following:

- Cancellations within five working days will incur a fee of £50.00
- Cancellations within 48-hours will be charged in full (room hire & food)

Opening Hours

Normal opening hours: 8.30 am – 5.00 pm.

Morning sessions: 8.30 am – 12.30 pm

Afternoon sessions: 1.00 pm – 5.00 pm

Evening and weekends by arrangement (see separate rate card)

Overruns

Requested extensions or overruns of the above times will be charged at the standard hourly rate. Please see rate card for full details.

Breakout Space

The lounge areas are for visitors to enjoy during break times. If you wish to use this space as part of your training package please contact us. A fee will be charged for this of £25.00 per hour or £15.00 per half hour (max 2 hours).