



Holiday Inn Express® London Gatwick-Crawley
The Squareabout
Haslett Avenue-East
Crawley, RH10 1UA

Tel: +44 (0)1293-525523
Fax: +44 (0)1293-525529
reservations@hiexpresscrawley.co.uk
www.hiexpresscrawley.co.uk

Conference Room Booking Form

Thank you for your interest in booking the conference room and facilities at the Holiday Inn Express Gatwick-Crawley hotel. We welcome interested parties to complete and return the below form via post, fax, in person or by email to reservations@hiexpresscrawley.co.uk

Event Details

Company Name: _____ Contact Name: _____
Company Address: _____
Email: _____
Tel & Fax: _____
Purpose of room hire: _____

Reservation Details

Date of Room Hire: _____ Number of attendees: _____

Type of hire: (Please tick)

☐ Full day: 9am –5pm £250.00
☐ Half Day: 8am-1pm or 12pm-5pm £185.00
☐ Evening Rate: 6pm-9pm £105.00

Event Start Time: _____ Event End Time: _____

Rates are inclusive of VAT.

Number of bedrooms needed: _____

Check-in date: _____ Number of nights: _____

We offer a 10% discount on the Best Flex rate for all attendees wishing to stay with us.

Guests are welcome to use their own IHG Rewards Club® membership to earn points for their stay.

Room Layout:

☐ Theatre Style Max 25
☐ Boardroom Max 16
☐ U-Shape Max 15
☐ Classroom Max 24

Equipment you required:

☐ Flipchart ☐ Stationery ☐ LCD TV with connections ☐ Other:

We provide complimentary WiFi for all attendees for the duration of the event. Fax and photocopying facilities are also available.

Catering

All rates include complimentary teas and coffees with biscuits, mineral water and mints.

Catered lunch or dinner: ☐ Required ☐ Not Required

☐ £7.00pp *Menu 1 – see attached*

☐ £9.50pp *Menu 2 – see attached*

☐ 11.00pp *Menu 3 – see attached*



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Payment Method – *All bookings must be secured by a credit or debit card*

- ☐ Cheque - *must be guaranteed by a cheque guarantee / banker's card*
- ☐ Cash - *must be guaranteed by a credit or debit card*
- ☐ Credit or debit card – *these details are necessary to secure all bookings. If you do not wish to put these details on this form, please telephone the hotel on +44 (0)1293 525523 to give card details over the phone*

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Completion of the Conference Room Booking Form

Signature: _____
Full name – please print: _____

I authorise this credit/debit card to be used to secure the above booking. I fully understand the cancellation policy. I understand that my card details will be charged according to the terms and conditions explained to me should I cancel my booking or fail to make payment on the day of the event.