

## SAMPLE BOOKING CONFIRMATION FORM

### BOOKING CONFIRMATION FORM EWG/IR/

relating to:

#### EAST WINTERGARDEN, BANK STREET, CANARY WHARF, LONDON E14

1. **Name of Hirer:** «Company\_Name»  
**Address:** «Postal\_Address1»  
«Postal\_Address2»  
«Postal\_Suburb»  
«Postal\_Postcode»  
**Contact Name:** «FullName»  
**Telephone Number:** «Direct\_Phone»  
**Fax Number:** «Fax»  
**E-mail Address** «EMail»  
**Invoice Address (if different):** As above
2. **Date/s of Function:** «Event\_Start\_Date» - «Event\_End\_Date»
3. **Type of Function:** «Event\_Name»
4. **Purpose of Function:**
5. **Expected number of Attendees:**
6. **Expected Number of Performers:**
7. **Rooms to be used:** «Venues»
8. **Timings:**  
**Access: From 0800 To 2359 Date/s As Above**



9. **Catering Requirements:** Via Seasoned Events – details tbc
10. **Technical Requirements:** TBC
11. **Other Special Requirements:** TBC
12. **Hire Charges:**
- Room Hire Charge: £.00 + VAT

Canary Wharf Management Limited ("The Management Company") offers to hire the East Wintergarden, Bank Street, Canary Wharf, London E14 ("East Wintergarden") to the hirer specified above ("the Hirer") on the terms set out above and on the Conditions of Hire set out overleaf.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Camille Waxer  
Authorised Signatory  
For and on behalf of Canary Wharf Management Limited

The Hirer accepts the offer set out above and agrees to be bound by the terms set out above and by the Conditions of Hire set out overleaf.

I enclose a cheque for **£.00 + VAT (= £**, representing 50% of the room hire charge as specified above. Please make cheques payable to **Heron Quays Properties Limited**. An invoice will be sent to you on receipt of this sum.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position held: \_\_\_\_\_  
(where signing on behalf of a company or partnership)