



*Fountaindale Grand Manor & Ranelagh Gardens*

**CONFERENCE ENQUIRY FORM**

Thankyou for contacting us regarding your upcoming conference. Please complete information below and we will endeavour to respond to your enquiry within 24 hours.

Proposed Date of Conference: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Contact Name (Conference Organiser): \_\_\_\_\_

Ph: \_\_\_\_\_ Mob: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of Delegates Attending: \_\_\_\_\_

Accommodation Required: Yes / No

If Yes, Single or Twin Share: \_\_\_\_\_

Standard or Premium Package: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Office Use Only**

Enquiry Taken By: \_\_\_\_\_ Booked? \_\_\_\_\_

Confirmation Advice Sent: \_\_\_\_\_ Conference Package Sent: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Menu Choices Recd: \_\_\_\_\_