

## Contact Information

Main Contact	Ms Alyssa Menz DAI Global LLC 7600 Wisconsin Ave, Suite #200 Bethesda, Maryland 20814 USA	Tel.	
		Email	Alyssa_Menz@dai.com
		Fax.	
Type	HC - 24 Hour Conference	Booked By	Paula Francis
Booking status	Provisional	Booked On	Thu 20 Dec 18
Dates	Tue 19 Nov 19 to Fri 22 Nov 19	Confirmation Date	Thu 20 Dec 18
Times	14:00 to 18:00	Event Manager	Paula Francis
Numbers	30	Contact Tel.	
		Contact Email	
		Sales Manager	

## Conference Rooms

### Rooms From/To

#### Henley

1 x Conference Room	Wed 20 Nov - Fri 22 Nov 08:00 to 18:00
1 x Syndicate Room	Wed 20 Nov - Fri 22 Nov 08:00 to 18:00

## Catering

Catering	Time	Description	Qty	Room	Area
<b>Tuesday 19 Nov 2019</b>					
Dinner	19:00 - 20:30	Dinner	30	Heyworth Restaurant	Henley
<b>Wednesday 20 Nov 2019</b>					
Breakfast	07:15 - 08:30	Breakfast	30	Heyworth Restaurant	Henley
Morning tea/coffee	10:00 - 11:00	Morning tea/coffee	30	Main Bar Common Roor	Henley
Lunch	13:00 - 14:00	Lunch	30	Heyworth Restaurant	Henley
Afternoon Coffee	15:00 - 16:00	Afternoon Coffee	30	Main Bar Common Roor	Henley
Dinner	19:00 - 20:30	Dinner	30	Heyworth Restaurant	Henley
<b>Thursday 21 Nov 2019</b>					
Breakfast	07:15 - 08:30	Breakfast	30	Heyworth Restaurant	Henley
Morning tea/coffee	10:00 - 11:00	Morning tea/coffee	30	Main Bar Common Roor	Henley
Lunch	13:00 - 14:00	Lunch	30	Heyworth Restaurant	Henley
Afternoon Coffee	15:00 - 16:00	Afternoon Coffee	30	Main Bar Common Roor	Henley
<b>Friday 22 Nov 2019</b>					
Breakfast	07:15 - 08:30	Breakfast	30	Heyworth Restaurant	Henley
Morning tea/coffee	10:00 - 11:00	Morning tea/coffee	30	Main Bar Common Roor	Henley
Lunch	13:00 - 14:00	Lunch	30	Heyworth Restaurant	Henley
Afternoon Coffee	15:00 - 16:00	Afternoon Coffee	30	Main Bar Common Roor	Henley

## Bedroom Reservations

Date	Type	Reserved	Notes
Thames Court			
Tue 19 Nov 19	King	30	
Wed 20 Nov 19	King	30	
Thu 21 Nov 19	King	30	
Total reserved bedrooms		90	

## Additional Information

## Booking Notes

Applicable to all days

Final numbers to be confirmed by 5th November 2019. Thereafter any cancellations may be charged in full

## Quote Information

## Quote Details: Quote 1

Description	Quantity	Net Rate	Vatable	Net Subtotal
Tue 19 Nov 2019				
Other items				
24hr Delegate Rate	30	£171.00	<input checked="" type="checkbox"/>	£5,130.00
Net Subtotal				£5,130.00
Wed 20 Nov 2019				
Other items				
24hr Delegate Rate	30	£171.00	<input checked="" type="checkbox"/>	£5,130.00
Net Subtotal				£5,130.00
Thu 21 Nov 2019				
Other items				
24hr Delegate Rate minus dinner	30	£147.50	<input checked="" type="checkbox"/>	£4,425.00
Net Subtotal				£4,425.00
Net Total				£14,685.00
VAT Total				£2,937.00
TOTAL				£17,622.00

## Cancellation Terms

See our current Terms and Conditions

## Signatures

I have read and understood the terms and conditions.

Signed On Behalf of:

For and on Behalf of

Company DAI Global, Sustainable Business GroupSignature CTETgSignature PA FrancisPrint Christine Traylor

Print \_\_\_\_\_

**Position** Operations and Finance Manager,  
DAI Sustainable Business Group

**Position** \_\_\_\_\_

**Date:** 25 January, 2019

**Date:** 25.01.19