

Other Document Form

Number

D443

Title CORRE'S RE CONFERENCE STAVENSON PARK 25/26 APRIL '07

(Include source and any document number if relevant)

Receivers instructions urgent action Yes No

Receiver

Document registered / indexed as indicated

No(s) of actions raised

Statement readers instructions

Code A

Indexed as indicated

No(s) of actions raised

Examined - further action to be taken

Further actions no(s)

Indexer

When satisfied all action raised Office Manager to endorse other Document Master Number Form.



Initial

Style Conferences

3 April 2003

Code A

Hampshire Constabulary
Major Crime Investigation Team
Western Divisional Headquarters
12 - 18 Hulse Road
Southampton
Hampshire
SO15 2JX

Initial Style Conferences Limited
Staverton Park
Staverton, Daventry
Northamptonshire NN11 6JT

Code A

Code A

Date: Friday 25 April - Saturday 26 April 2003

Thank you for returning your signed booking agreement, confirming your event here on the above dates.

Could I draw your attention to our Terms and Conditions on the back of the Booking Agreement.

Confirmation of numbers and rooming lists are required **7 Days** before the event is due to run. You may decrease your numbers by 10% up to the period 7 days before your event without incurring cancellation fees, provided that this is confirmed in writing. The invoice will be based on the confirmed numbers signed for unless your numbers increase.

I have also included a Delegate Requirement List for your convenience. If you prefer I can send you this list as an email attachment which you could then distribute electronically

I will be in touch one week before your event to discuss the final details. In the meantime I look forward to welcoming your event to Staverton Park. If you would like any further information, please do not hesitate to contact me.

Yours sincerely

Code A

Code A

Sales Co-ordinator



Company Name: Hampshire Constabulary
 Contact: Code A
 Event Dates: 25 April 2003 - 26 April 2003
 Group Name: Hampshire Constabulary
 Res ID: 30027287 (for internal use only)

Rooming list for Staverton Park

Guest Name * Please mark trainers	Arrival Date	No of nights	Special Requirements e.g Smoking / Non Smoking
* STEVE WATTS	25/4/03	1	
* NIGEL NIVEN	— " —	1	
* Code A	— " —	1	
Code A	— " —	1	SMOKING
KATE ROBINSON	— " —	1	
DAVE GIBCOIT	— " —	1	
Code A	— " —	1	
Code A	26/4/03	N/A	
Code A	— " —	N/A	
Code A	— " —	N/A	
Code A	— " —	N/A	
Code A	— " —	N/A	



Style Conferences

Booking Agreement

Company Name: Hampshire Constabulary

Event Name: Hampshire Constabulary

Event Dates: 25/04/03 - 26/04/03

Contact:

Code A^y

Phone:

Initial Style Conferences Limited
Staverton Park
Staverton, Daventry
Northamptonshire NN11 6JT

Code A

Client Onsite Contact :

Participants:

Purchase Order No:

Date	Event Times	Event Name	Set-up	Nos	Rental
Fri 25/04/03	08:00 - 18:00	Meeting	Boardroom	13	Inclusive
Fri 25/04/03	08:00 - 18:00	Syndicate	Boardroom	5	Inclusive
Fri 25/04/03	08:00 - 18:00	Syndicate	Boardroom	5	Inclusive
Fri 25/04/03	12:15 - 13:45	Delegate Lunch	Restaurant	13	Inclusive
Fri 25/04/03	19:00 - 21:30	Delegate Dinner	Restaurant	5	Inclusive
Sat 26/04/03	07:00 - 09:00	Delegate Breakfast	Restaurant	5	Inclusive
Sat 26/04/03	08:00 - 18:00	Meeting	Boardroom	13	Inclusive
Sat 26/04/03	08:00 - 18:00	Syndicate	Boardroom	5	Inclusive
Sat 26/04/03	08:00 - 18:00	Syndicate	Boardroom	5	Inclusive
Sat 26/04/03	12:15 - 13:45	Delegate Lunch	Restaurant	13	Inclusive

Dining Requirements

Delegates to choose from hot and cold buffet selection served in the restaurant

Beverage Requirements

Conference Services

a Rentokil Initial company

Registered No. 1396936
Registered Office: Wokefield Park, Mortimer
Reading, Berkshire RG7 3AE
VAT Registration No. 438 1978 15



Initial

Style Conferences

Booking Agreement

Company Name: Hampshire Constabulary

Event Name: Hampshire Constabulary

Event Dates: 25/04/03 - 26/04/03

Contact:

Code A

Phone:

Client Onsite Contact :

Participants:

Purchase Order No:

Initial Style Conferences Limited
Staverton Park
Staverton, Daventry
Northamptonshire NN11 6JT

Code A .co.uk

Please select the AV items that you require from the list below:

OHP/Screen Yes / No
 TV/Video Yes / No
 CCTV Kit Yes / No
 Data Projector Yes / No
 Flipchart Yes / No
 Other (Please Specify) Yes / No

Please note that there may be additional charges associated with some of the above AV equipment. Please contact your booking co-ordinator for details.

Delegate Information

Contracted Numbers:
 25/04/03: 8 x 24 Hr Delegate Rate @ £110.00
 26/04/03: 5 x Day Delegate Rate @ £35.00

TOTAL ESTIMATED CHARGES: £1055.00

Billing Information

a Rentokil Initial company

Registered No. 1396936
 Registered Office: Wokefield Park, Mortimer
 Reading, Berkshire RG7 3AE
 VAT Registration No. 438 1978 15



Style Conferences

Booking Agreement

Company Name: Hampshire Constabulary

Event Name: Hampshire Constabulary

Event Dates: 25/04/03 - 26/04/03

Contact:

Code A

Phone:

Client Onsite Contact :

Participants:

Purchase Order No:

Initial Style Conferences Limited
Staverton Park
Staverton, Daventry
Northamptonshire NN11 6JT

Code A .o.uk

Please advise whether the items below are to be charged to the main account (MA) or if delegates are to pay on departure (POD).

- MA / ~~POD~~ - Day Delegate Rate
- MA / ~~POD~~ - 24 Hour Rate
- MA / ~~POD~~ - Delegate Incidental Charges
- MA / ~~POD~~ - Additional Room Hire
- MA / ~~POD~~ - Additional Equipment Hire
- MA / ~~POD~~ - Additional Accommodation
- MA / ~~POD~~ - Meeting Room Telephone & Fax
- MA / ~~POD~~ - Bar Charges
- MA / ~~POD~~ - Pre Dinner Drinks
- MA / ~~POD~~ - Wine with Dinner
- MA / ~~POD~~ - Photocopying
- MA / ~~POD~~ - Transport

Please note that any unpaid Delegate Incidental Charges will be included with the main account.

Please advise us of your company registration numbers and purchase order number if required.

The main account will be sent to the correspondence address unless otherwise notified.

Special Requirements

Health & Safety

Use of Grounds:

Any external or internal team building or other similar activities require the authorisation of the Management at time of booking and additional insurance liability and Health and Safety documentation will be required

I/We hereby agree to the terms & conditions of trading (printed overleaf)

Code A

Code A

Authorised Site Signature 3/4/03 Date

Authorised Client Signature Date 31/3/03

Site/Sales Contact: CAROL DILEY

Name: Code A

Telephone: Code A

On behalf of: Hampshire Constabulary

a Rentokil Initial company

Registered No. 1396936
Registered Office: Wokefield Park, Mortimer
Reading, Berkshire RG7 3AE
VAT Registration No. 438 1978 15

Kenny, Owen

From: Kenny, Owen
Sent: 15 April 2003 13:07
To: Anne NAYSMITH (E-mail); Bob FORREST (E-mail); Irene WATERS (E-mail); Peter LAWSON (E-mail); Robin FERNER (E-mail)
Cc: Niven, Nigel
Subject: Conference 26th April

Dear Clinical Team,

Attached is a map and directions to Staverton Park. Please can you aim to arrive at the conference centre by 0900 for an 0930 start.
Please ring me on my mobile, 07901 972157, if you have any queries or difficulties.

Regards,

Owen.



Directions to
STAVERTON.doc

Kenny, Owen

From: Kenny, Owen
Sent: 20 March 2003 12:23
To: Anne NAYSMITH (E-mail); Bob FORREST (E-mail); Irene WATERS (E-mail); Peter LAWSON (E-mail); Robin FERNER (E-mail)
Subject: Next conference

Dear clinical team,

Our next meeting will be held at Staverton Park , Northamptonshire. It is easily accessible from the M1, M6, M40 and Birmingham Airport. The railway station is 12 miles away and transport will be provided, to and from, to those of you who wish to travel by rail.

Our preferred date for the meeting is Saturday 26th April. Please can you let me know ASAP whether or not you are available to attend on this date.

Thank you,

Owen.

Booking: «POST_AS»
 Contact: «CNTCT_NAME»
 Event Dates: «ARR_DATE» - «DEPARTDATE»
 Res ID: «RES_ID» (for internal use only)

Rooming list for Staverton Park

Guest Name	Arrival Date	No of nights	Special Requirements e.g. Smoking / Non Smoking
* Steve WATTS	25/4/03	1	
* Nigel NIVEN	25/4/03	1	
* Chris KEENE Code A	25/4/03	1	
A N	25/4/03	1	
C	25/4/03	1	Smoking
K Code A	25/4/03	1	
E	25/4/03	1	
Dave GREGORY	25/4/03	1	
Robert FORREST	26/4/03	N/A	
Robin FERNER	26/4/03	N/A	
Ann NAYSMITH	26/4/03	N/A	
Peter LAWSON	26/4/03	N/A	
Irene WATERS	26/4/03	N/A	