



## Escape Room Corporate Booking Form

Thank you for booking an event with the Cryptic Kingdom, we want to make sure that you enjoy your experience with us and this form will help us capture all the information we need to ensure we meet your needs.

<b>Event Details</b>	
<b><u>Event Type</u></b>	
<b><u>Date of event</u></b>	
<b><u>Time of event (start and end)</u></b>	
<b><u>Number attending event</u></b>	
<b><u>Brief overview</u></b> (format of event/objective of event)	
<b>Requirements</b>	
<b><u>Facilities</u></b> Room set up Please list specific number of chairs/tables Equipment required (Projector, conference board, flip charts)	
<b><u>Catering</u></b> Please select your preferred Catering options along with details of any dietary requirements your group may have and the Time you would like this to be served.	<b><u>Breakfast</u></b> <input type="checkbox"/> Hot filled breakfast roll.  <b><u>Lunch</u></b> <input type="checkbox"/> Finger Buffet. <input type="checkbox"/> Soup and Sandwiches <input type="checkbox"/> Other (please detail if known)  Serving time: Dietary requirements:
<b><u>Additional Information</u></b>	
<b>Contact Details</b>	
<b><u>Full name</u></b>	
<b><u>Address</u></b>	
<b><u>Contact number</u></b>	
<b><u>Email address</u></b>	



**PLEASE READ BEFORE SUBMITTING YOUR BOOKING FORM.**

**Important information**

This form should be completed in full and submitted to [cryptic-kingdom@onfife.com](mailto:cryptic-kingdom@onfife.com). Failure to complete this form means your event requirements cannot be guaranteed.

Upon receipt of your booking form we will contact the named person to confirm your booking and communicate any additional information. Please keep a copy of this form for your own records.

**Event management process**

- 1 – As soon as you know your requirements, fill out the booking form giving as much information as possible. We will then liaise with the venue to ensure availability for the date and requirement.
- 2 – Once availability has been evaluated we will contact the named person on the form either confirming the details or to arrange suitable alternatives.
- 3 – After confirming with both parties, we will arrange the staffing/catering requirements for your event
- 4 – In the event that you need to amend any details of your booking, please contact the team at [cryptic-kingdom@onfife.com](mailto:cryptic-kingdom@onfife.com) at the earliest opportunity and we will do our best to accommodate these.
- 5 – All event bookings must be made 7 days prior to the event taking place. Dates and time are not guaranteed and will depend on availability at the time of booking.
- 6 – Payment must be made in full upon confirmation of booking.
- 7 – In the event that you need to cancel a booking please contact [cryptic-kingdom@onfife.com](mailto:cryptic-kingdom@onfife.com), cancellations made within 72 hours of the event will still be charged.