

Somerville College Catering & Conference
Dept



Somerville College
Trading Limited

Updated 01 April 2015
Freya Howe
Conference and Events Office

Event name

OUSSA Accommodation

Event Date

Saturday 1st August- Saturday 8th August

Date	Details				Total Cost (Ex VAT)	VAT @ 20%	Total Charge
Bed & Breakfast Accommodation		No. of rooms	No. of Nights	2014/15 Rate			
Arrival: Saturday 1st August 2015 Depart: Saturday 8th August 2015	Single en suite rooms (including breakfast)	6	7	£ 71.00	£ 2,982.00	£ 596.40	£ 3,578.40
Total Accommodation Costs					£ 2,982.00	£ 596.40	£ 3,578.40
Total Event Costs		Issued / Received Date			£ 2,982.00	£ 596.40	£ 3,578.40
25% (1st deposit)	Required to secure the booking	ASAP			£ 745.50	£ 149.10	£ 894.60
50% (2nd deposit)	To be issued	1 month Prior			£ 1,491.00	£ 298.20	£ 1,789.20
Outstanding Balance	Event Invoice to be issued	After Event			£ 745.50	£ 149.10	£ 894.60

This figure is based on consumption on the
day