

Room Booking Form 2011

Contact Name:			
Contact Address:			
	Post Code:		
Telephone Number:			
email address:			
<i>(invoice name and address if different from above)</i>			
Invoice Name:			
Invoice address:			
	Post Code:		
Booking Dates:			
Times:	Start	Finish	
Number of People:			
Room Required			
Quiet Room (4-5 people)	£5.00 per hour		
Complementary Therapy Room	£7.00 per hour		
Meeting Room (up to 10 people)	£10.00 per hour		
Large Group Room (up to 16 people)	£12.00 per hour		
Refreshments Required			
Tea/Coffee	50p per person	per serving	
Biscuits	50p per person	per serving	
Fruit Juice	50p per person	per serving	
On arrival:		Mid Morning:	
Lunchtime:		Mid Afternoon:	
Evening (Wednesday):			
<i>Water is included in the hire charge. Light Lunches can be provided, please ask for details.</i>			
Equipment Required			
Flipchart stand, paper and pens	£5.00		
Projector / Screen / Laptop	£5.00		

Summary of Conditions of hire for The Corner House

Vacation of the premises

At the end of the hire period the hirer should (if applicable) leave the premises securely locked, clean, tidy and safe.

Responsibilities

The hirer shall be financially responsible for any damage they have caused.

If the hire period includes periods outside the Corner House hours of business then the hirer will be responsible for the supervision of the premises.

The Corner House does not accept responsibility or liability for any loss, theft or damage of or to any goods of property of the hirer.

Health & Safety

The hirer will comply with the requirements of all statutory authorities, instruments and regulations which may apply to the activities of the hirer during the hire period.

The hirer will ensure they are familiar with all fire procedures.

Charges

The total hire charge should be paid at least twenty eight days prior to the date or if the booking is made less than twenty eight days prior to the date of hire then it should be paid when the booking is made. The completed booking form should be returned to us no later than twenty eight days prior to the booking or within five working days if the booking is less than twenty eight days prior to the date of hire. If the booking form is not received within this time then the hire will be cancelled.

A charge will be made for each hour or part of an hour that the premises are used by the hirer. This applies to any bookings that over run their allocated times.

Cancellation Charges

If the booking is cancelled more than fourteen days before the date of hire then a charge of 10% of the total hire charge will be made for administration costs. If the booking is cancelled within fourteen days of the start of hire period then a cancellation charge of 25% will be made or if the booking is made within seven days of the start of the hire period then a cancellation charge of 50% of the total hire charge will be made.

I have read and agree to the terms and conditions of the hire.

Signed:

Date: