

THE FISHERROW CENTRE ROOM BOOKING FORM

Company Name			
Surname:		Title:	
Forename:			
Address:			
		Postcode:	
Day Phone:		Mobile:	
Email:			

Lead Person Attending:			
Title of Group/Activity:			
<i>Note this will be advertised within the centre for your attendees to enable them to find the class/group</i>			
Purpose of Hire			
<i>eg: interviews/training/meeting (please give us the same details that will be given to your attendees)</i>			
Numbers attending:			
Room set up requests			

Invoice Details (if different from above)

Company Name			
Surname:		Title:	
Forename:			
Address:			
		Postcode:	
Day Phone:		Mobile:	
Email:			

CONDITIONS OF HIRE

Rooms should be left clean and tidy, tables should be wiped and floors swept. Please allow time for this in the booking.

Rooms should be left in the same clean and tidy state they are found in, otherwise a £10 charge will apply. Please inform the janitor if the room is not clean on arrival.

Rooms are booked on an hour by hour basis, half hours can be booked after the first hour. You **MUST** vacate the room by the time stated on the booking as there may be other groups waiting. Rooms cannot be accessed prior to or after the booked time. Set up and clear up should be included in the booking.

Blu-Tac or pins **MUST NOT** be used on the walls in the rooms - The hirer accepts full liability for any damage. If required, flip chart stands can be requested at the time of booking.

Room hire charges include the use of tables and chairs, other equipment eg urns are chargeable. The hirer accepts full liability for any damage/accidents caused by the use of equipment that has not been supplied by The Fisherrow Centre.

Any electrical appliances/equipment brought in by you must have an up to date PAT label attached. Any outside services you hire must provide you with a copy of their public liability insurance.

The Centre Fire Procedures must be adhered to at all times. The group leader should keep a register of members attending which should be presented to the Centre Fire Controller in the event of a fire or fire drill. It is the responsibility of the group leader to ensure all members are accounted for should a fire or drill arise and proceed with them to the designated assembly point. There are notices in each room noting the fire action plan for that room. Please advise Centre staff if anyone attending the meeting/event would require assisted evacuation if the building has to be evacuated.

Bookings cancelled 24 hours prior to start will not be charged.
LESS THAN 24 HOURS NOTICE OF CANCELLATION WILL INCUR FULL CHARGE

Bookings will be invoiced in arrears at the end of the month.

Preferred method of payment is by bank transfer

Bank Details:

Account Name: The Fisherrow Trust

Sort code: 83-25-43

Account Number: 00297103

Branch: The Royal Bank of Scotland, Musselburgh

I agree to the above terms and conditions

Print Name:

Signed:

Date: