|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name | |  | | | | | | | | | | | | | |
| Surname: | |  | | | | | | | | Title: | | |  | | |
| Forename: | |  | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | Postcode: | |  | | | | | | |
| Day Phone: |  | | | | | | Mobile: | |  | | | | | | |
| Email: |  | | | | | | | | | | | | | | |
| Date(s) of Room Hire | | | |  | | | | | | | | | | | |
| Start Time | | | |  | | End Time | |  | | | | | | | |
| Total Hours Booked | | | |  | | Charity rate | | ❑ | | | Standard rate | | | | ❑ |
| **\***Name of Group Leader | | | |  | | | | | | | | | | | |
| Title of Group/Activity: | | | |  | | | | | | | | | | | |
| *Note this will be advertised in reception to enable attendees to find the class/group* | | | | | | | | | | | | | | | |
| Purpose of Hire | | | |  | | | | | Numbers attending | | | | |  | |
| *e.g.: interviews/training/meeting (please give us the same details that will be given to your attendees)* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Room Set up** | | |  | | | | | | | | | | | | |
| Tables required | | | | |  | Chair Required | | | | | |  | | | |
| Theatre Style | | | | |  | Boardroom Style | | | | | |  | | | |
| Urn Hire  (£1 charge) | | | | |  |  | | | | | |  | | | |
| Hiring outside services  (delete as appropriate) | | | | | Yes | No | | | | | | *\*See conditions overleaf* | | | |

**Invoice Details (if different from above)**

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

**CONDITIONS OF HIRE (overleaf)**

Rooms must be booked no less than five days in advance on an hour by hour basis; one-hour minimum booking.

Rooms allocated may be changed by The Trust at short notice to meet the centre’s needs, you will be advised of any changes prior to the start date where possible.

Rooms may only be accessed from the booked start time and must be vacated by the booked end time. Please allow for this when making the booking.

Please inform centre staff if the room is dirty or messy **ON ARRIVAL.**  Rooms left in a mess will incur a £10 charge.

Room hire charges include the use of tables and chairs only, no other equipment is provided.

The hirer accepts full liability for any damage/accidents caused by the use of equipment that has not been supplied by The Fisherrow Centre.

\*Please advise at the time of booking if you intend to hire any outside services, such as catering, bouncy castles etc. You must provide evidence of their public liability insurance to us prior to the event.

Any electrical appliances/equipment brought in by you must have an up to date PAT label attached.

**Note: Toasters are prohibited**

|  |
| --- |
| **CENTRE FIRE PROCEDURES**   * Fire Action Notices are located by the door in each room, please read these carefully so that you are aware of what action to take should you have to evacuate the building. * **The \*GROUP LEADER MUST KEEP A REGISTER** of all members attending the group/class. * In the event of a fire (*or drill*) the register **MUST** be presented to the Centre Fire Warden outside at the fire evacuation point. Wardens will be recognisable by their yellow jackets. * It is **the responsibility of the \*group leader** to ensure all their members are accounted for in the event of evacuation and to proceed with them to the designated assembly point. * Please let Centre staff know if anyone attending the meeting/event would require assistance in the event of evacuation. |

There will be no charge for bookings cancelled/changed at least 24 hours in advance of the start date.

Full charges will apply if less than 24 hours’ notice is given. Please make sure you receive a confirmation of your cancellation in writing as this will be required in case of disputes.

Bookings are invoiced in arrears. Bank Transfer is the preferred method of payment. Bank details are noted on the invoice. Cash or Cheques are accepted if bank transfer is not possible. Cash/cheques will only be accepted at the office where a receipt will be given.

I agree to the above terms and conditions

|  |  |
| --- | --- |
| Print Name: |  |
| Signed: |  |
| Date: |  |

**Please return completed forms to the Centre office or email to** [Roomhire@fisherrowcentre.org](mailto:Roomhire@fisherrowcentre.org)