

# VENUE HIRE BOOKING FORM



Thank you for choosing The Hope Centre for your event. To request a quote or make a booking, please complete this form. An asterisk (\*) denotes a mandatory field and enquiries may be delayed if this information is not provided.

Please note that bookings are not confirmed until we have received a completed booking form and the agreed deposit/payment. All bookings are subject to our terms and conditions which we recommend you read carefully and are included below.

If you require any further information or need to make amendments, please contact The Hope Centre – [hello@livinghopewestbrom.org](mailto:hello@livinghopewestbrom.org)

## ABOUT YOU

*Organisation / Business Name:			
*Your Address:		Invoice Address: (if different)	
*Postcode:		Postcode:	
* Contact Name:			
*Email Address:			
*Telephone:		Mobile:	
*Is your organisation/business part of the public sector, a community group or registered charity? Please tick:		Yes	No

## ABOUT YOUR EVENT

*Event Name:			
*Date(s):		*No. of attendees:	
*Arrival Time:		*Start Time:	
*Finish Time:		*Departure Time:	

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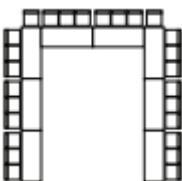



<b>*Accessibility:</b> Do you have any delegates with special needs? i.e. Wheelchair, blind, allergies. (please specify)	
<b>Tickets:</b> If event is open to the public and tickets are available, who are they from?	

## YOUR ROOM REQUIREMENTS

*Name of room hiring:	
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\*Layout (please tick your required layout. Alternatively, please tick here if you will be arranging the room yourself and leaving it how it was found ☐)

Classroom:	 <input type="checkbox"/>	Boardroom:	 <input type="checkbox"/>
U-Shape:	 <input type="checkbox"/>	Theatre:	 <input type="checkbox"/>
Other:	<input type="checkbox"/>		

## YOUR EQUIPMENT REQUIREMENTS

\*Equipment (please tick your requirements)

Wi-Fi:		Flipchart:		
Projector:		Other:		
PA & Microphone:				

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## YOUR CATERING REQUIREMENTS

Please let us know if you require access to the kitchen. Please include if you will be providing your own refreshments or if you require these to be provided. We can also provide you with details for various local caterers.

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## YOUR SIGNATURE

By signing this form, I confirm I am authorised to sign on behalf of the organisation named above, agree to The Hope Centre's terms and conditions and will pay the amount agreed for using its facilities.

By signing this form, I confirm I have read and understand the Operations Manual and agree to adhere to the conditions of use outlined in this document.

I understand that the above information will be stored securely in accordance with the GDPR and processed inline with The Hope Centre's privacy policy.

*Signature:		*Date:	
*Print:			

For office use only	
Agreed hire rate:	
Deposit paid:	
Amount paid:	
Date paid:	

For office use only	
Comments:	
Deposit due:	
Received date:	

# TERMS AND CONDITIONS

## 1. GENERAL

1.1 No variation to these Terms and Conditions of Hire shall be permitted unless agreed in writing by the management.

1.2 Rooms must not be occupied prior to the agreed commencement of hire time, and they must be vacated by the agreed termination of hire time.

1.3 The hirer shall not allow any activities that would conflict with the aims and objectives of the The Hope Centre. Full details of the activities are to be provided at the time of booking.

1.4 Displays or notices of any description must not be fixed to the walls.

1.5 The hirer undertakes to comply with The Hope Centre Health and Safety Policy.

1.6 The management reserves the right to withhold permission for material to be performed or persons to perform.

1.7 The hirer shall not rehire, sub-let or lease any room booked.

1.8 Limited vehicle parking is available. If this facility is made available, then under no circumstances will we accept any responsibility for the loss or damage to cars or other vehicles in our car park or the surrounding area of the premises.

1.9 Hirers shall familiarize themselves with the fire instructions prior to first use and take responsibility for all those attending their event.

## 3. TERMS OF PAYMENT

3.1 Verbal bookings will remain provisional for 5 working days. Receipt of the completed booking form and payment of the deposit will confirm the booking.

3.2 Full payment is required 7 days in advance for all 'one off' bookings or as agreed.

3.3 For regular bookings Full payment of the first weeks hire, 7 days after confirmation of acceptance of booking.

3.4 Balance of payment will be invoiced immediately following the hire and payment is due within 14 days as appropriate.

3.5 Individual payment arrangements may be agreed and will be confirmed in writing; otherwise, 3.2, 3.3 and 3.4 apply for every booking.

3.6 Deposit payments will normally be 25% of the hire charge and non – refundable unless the booking is cancelled by The Hope Centre or one of its agents.

## 4. CANCELLATION BY HIRER

4.1 The following fees are payable immediately in respect of cancellation by the hirer.

- Cancellation within 7 days of the event – full hire charge payable;
- Cancellation between 7 and 30 days – half the total hire charge payable;
- Cancellation at any other time – deposit.

## 5. CANCELLATION BY THE HOPE CENTRE

5.1 If, for whatever reason, it is necessary to cancel a confirmed booking, then the limit of liability of The Hope Centre will be the return of the payment received by the date of cancellation.