



# Room Booking Form

<b>Contact Name</b>		<b>Contact Tel No</b>	
<b>Organisation Name</b>		<b>Mobile No</b>	
<b>Invoicing Address</b>		<b>Email address</b>	
		<b>Room Required</b>	
		<b>Purchase Order No</b>	
		<b>Notes</b>	
<b>Postcode</b>			
<b>Purpose of Booking</b>			
<b>No of Attendees</b>			
<b>Date of Booking</b>			
<b>Day of Booking</b>			
<b>No of Sessions Booked</b>			
<b>Time room required from</b>		<b>Standard Price</b>	
<b>Time room finished with</b>		<b>Discount</b>	
		<b>Equipment</b>	
		<b>Kitchen</b>	
		<b>Room Hire Total</b>	

Catering Requirements	Charges	Time required	No of Attendees		
Tea, Coffee, biscuits	£1.25 per head per serving			=	
Platter of Sandwiches	from £      per head			=	
Light Buffet Lunch inc tea/coffee	from £      per head			=	
Luxury Buffet Lunch inc tea/coffee	from £      per head			=	
<b>Catering Total</b>				=	
<b>Grand Total</b>				=	

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised By** \_\_\_\_\_

**1: Cancellation charges:** Cancellation charges of 50% will apply to all bookings cancelled within 7 days of the event. Premature cancellation of long-term recurring bookings will incur a charge according to the number of sessions completed.

**2: Bookings of 1 hour only:** Fees will be reduced for sessions of 1 hour or less (*please enquire for details*) price.

**4: Frequent User Discount:** Only applicable to user groups who do not qualify for condition 3 (*Weekly Recurring Booking Discount*). A 5% frequent user discount will be applied to your room booking fee for multiple sessions booked simultaneously unless already discounted in the price.

**5: Setting up/Clearing up time:** Please make sure your start & end times reflect the time you require the room from & until. Please note that all session timings **must include** provision for setting up/clearing up.

**6: Maximum time limits:** The maximum time limits for sessions will be strictly applied - **exceeding these limits will incur an additional charge at the appropriate rate.**

**7: Refreshments:** Self-service refreshments are available for purchase by attendees. Alternatively a variety of catering services can be arranged & added to the booking fee. There is a minimum of 8 persons for catered buffets & the number can be altered up to 48hrs prior to the booking.

**8: Acceptable Use Policies:** You must agree to abide by our Acceptable Use Policies (*available upon request*). Please note that all users share responsibility for maintaining a clean & welcoming environment. You should ensure that all members of your group are aware of this & that they commit to leaving the Centre ready for others to use.

**9: Equipment:** GEVC will ensure that all equipment is functioning correctly in advance of booking. Responsibility for ensuring that the equipment is suitable for the Trainers' session rests with the Trainer &/or Hirer. Although Broadband Internet access is available transfer rates cannot be guaranteed. Technical Support can only be guaranteed for bookings at commercial rates.

**10: Health & Safety/Fire Procedures:** You should ensure that all members of your group are aware of their Health & Safety & the Fire Procedures of the Centre which are outlined in each room.

**FOR OFFICE USE ONLY - please date & initial**

**BOOKING IN DIARY:**  **INVOICE No.**  **INVOICE DATE**

# GREAT ECCLESTON VILLAGE CENTRE LTD

59 High Street The Square Great Eccleston Preston Lancashire PR3 0YB

T: 01995 672292

Email: [info@gteccleston.org](mailto:info@gteccleston.org)

Website: [www.gteccleston.org](http://www.gteccleston.org)



## ROOM HIRE CHARGES

From 1st March 2021

<b>FULL LOUNGE (MAX 50-60 PEOPLE SEATED) OR ACTIVITY ROOM (MAX 25 PEOPLE) SEATED</b>			
<b>ORGANISATION</b>	<b>One Hour (15mins set up max)</b>	<b>Half Day</b>	<b>Full Day</b>
Voluntary / Charity / Community Org	£10.00	£25.00	£45.00
Educational / Freelance Trainer	£15.00	£50.00	£90.00
Commercial / Private & Public Sector	£20.00	£65.00	£110.00

<b>KITCHEN USE</b> Coffee Mornings/Social Evenings etc	<b>Half Day</b>	<b>Full Day</b>
All Organisations	£7.50	£15.00

<b>CATERING</b>	<b>Per Head</b>	<b>Minimum No</b>
Tea, Coffee, Biscuits	£1.25	1
Sandwiches/Buffer Lunches inc tea/coffee	On request	5

<b>MEETING ROOM (MAX 10-15 SEATED): Charge includes use of OHP, Video Player &amp; Flipchart</b>			
<b>ORGANISATION</b>	<b>One Hour (15mins set up) max</b>	<b>Half Day</b>	<b>Full Day</b>
Voluntary / Charity / Community Org	£10.00	£20.00	£35.00
Educational / Freelance Trainer	£15.00	£40.00	£70.00
Commercial / Private & Public Sector	£20.00	£45.00	£85.00

<b>COMPUTER SUITE (MAX 12 USERS): Charge includes use of Laptop with a digital projector</b>		
<b>ORGANISATION</b>	<b>Half Day</b>	<b>Full Day</b>
Voluntary / Charity / Community Org	£30.00	£50.00
Educational / Freelance Trainer	£55.00	£100.00
Commercial / Private & Public Sector (No Tech Support)	£70.00	£125.00

<b>EQUIPMENT</b>	<b>Half Day</b>	<b>Full Day</b>
Laptop & Digital Projector setting up in your required room	£5.00	£10.00