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|  | |  | **Room Hire Booking Form** |
| Contact name: | |  |
| Organisation name: | |  |
| Email: | |  |
| Telephone number: | |  |
| Organisation Address: | |  |
| Please state if you are a Charity (please give registration number) or Private Business: | |  |
|  | | | |
| **Invoice Details**  *(if different from above)* | Name on invoice |  |  |
| Email address of person to invoiced |  |
| Telephone number of contacts to be invoiced |  |
| Address |  |
| **HIRE DETAILS** | | | |
| Room(s) to Hire  (*include room layout*) | Conference Room - max 60  *include room layout* |  |  |
| Meeting Room – max 25  *include room layout* |  |
| Café - max 55  *include room layout* |  |
| Gallery – 4 flexible working desks |  |
| Date(s) of Hire: | |  |
| Name of course/event  (Please provide brief description) | |  |
| Number of attendees  (Please provide a guaranteed minimum): | |  |
| Start time: | |  |
| Finish Time: | |  |
|  | | | |
| **Equipment** | Projector |  |  |
| Use of Flipcharts |  |
| Use of Notepads and Pens |  |
| **Deposit** | **A deposit of £25 per room hire applies to each room hired.** | | |
|  | | | |
| **Catering** | At present we do not have an in-house supplier for catering. Kindly arrange your own catering for your event. | | |
| **By signing this form, the client undertakes that they have read and understood the Full Terms and Conditions on the Community House website** [**www.communityhousebromley.org.uk**](http://www.communityhousebromley.org.uk) **and on the below mentioned form.**  **Confirmation of booking will be sent via email upon receipt of completed form.** | |  | Signature:  Name in BLOCK Capitals:  Position in organisation: |
| Date: | |  |

**Please read these terms and conditions carefully. By signing this form, you are deemed to have accepted the FULL terms and conditions as per BVST’s website.**

**Deposits**

The Hirer agrees and undertakes:

1. To pay the deposit and/or full charge within 7 days of submitting the Room Hire Bookings form and receiving confirmation of receipt from the Supplier.
2. To pay a non-refundable deposit of £25.00 per room hired at the time of the agreement for the booking (if the booking is singular and non-repeating)
3. To pay the whole non-refundable invoice, as per the Charges in the Hire Details, if bookings are £100.00 or under.
4. To pay a non-refundable 10% of the total charge for annual bookings, payable upon the time of booking (subject to Clause 2.2 (c)) – the final invoice of the year may be adjusted accordingly.
5. To pay an administration fee of £25.00 if the Charges in the Hire Details are not made on the agreed date.
6. **Cancellation fees**

If cancellations are made:

1. more than 4 weeks but less than 8 weeks the date of the event, 25% of the Hire Charge is payable on demand.
2. less than 4 weeks before the date of the event, 100% of the Hire Charge is payable on demand.

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| **For Office Use Only** |  |
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