 morland room BOOKING FORM

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| **Date(s) required** | **End date**  **(for regular booking)** | **Start time**  **Must include set up time** | **End time**  **Must include clear up time** |
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| --- | --- |
| **Full Name (hirer must be over 18)** |  |
| **Organisation / Group** |  |
| **Address** | Postcode: |
| **Telephone:** |  |
| **Email:** |  |
| **Data protection**  **I CONSENT: YES / NO** | Your contact details will be retained on a computerised system in accordance with GDPR requirements and only be used to contact you with regard to this or any other bookings or other relevant offers from the Red Brick Building. |

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| **Purpose of the Hire e.g. workshop, conference, lecture, art class etc.** |  |
| **Expected Numbers** |  |
| **Will your attendees be younger than 19 years old?** |  |
| **If Yes, do you hold a valid DBS?** |  |

**Room set up – please note there is a £10 set up fee. Please tick required set up.**

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| **Not needed** | **FREE** | **Theatre Style** | **£10** | **Conference** | **£10** | **Meeting** | **£10** | **Workshop** | **£10** |
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**Equipment Required at additional cost**

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| --- | --- | --- | --- | --- | --- |
| **Promotion of event on RBB website and social media subject to supply of all information from hirer.** | **£10** | **Projector & Screen** | **£20** | **White board and pens** | **£5** |
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| **Flip chart and pens** | **£5** |
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| **Tea, coffee, biscuits £1.50 per head** | **No. of people:** |

**Processing your booking**

* We will confirm the space is available and book it in the diary
* Send an invoice
  + A 50% deposit is required for all bookings
  + If the booking is less than 4 weeks in advance FULL payment is required at the time of booking
  + The outstanding balance must be paid 4 weeks prior to the hire date. Failure to pay this by the due date could result in the booking being cancelled and the space being offered to someone else

**Making your payment**

We prefer payment by BACS and details will be provided on your invoice. Alternatively you can pay by cash, credit or debit card or cheque made payable to Red Brick Building Tenancy Services Ltd.

**Terms of Cancellation**

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| **Four weeks’ notice** | Refund of deposit less 25% of the total hire fee |
| **Less than 72 hours’ notice** | NO refund |

Please ensure you have completed all sections before returning. By signing this form, you acknowledge that the information provided is correct and that you agree to comply with the terms and conditions supplied with this booking form.

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| --- | --- | --- | --- |
| **HIRER – print name** | **Date** | **Booking taken by – print name** | **Date** |
|  |  |  |  |
| **HIRER - signature** | **Date** | **Booking taken by - signature** | **Date** |
|  |  |  |  |