

**ROOM BOOKING REQUEST**

Name of Organisation.....Person booking.....

Email address.....Phone.....

Address.....

Order number & address for invoice.....

Charity Number (if appropriate) .....

Date(s) of event.....

Description of proposed event.....

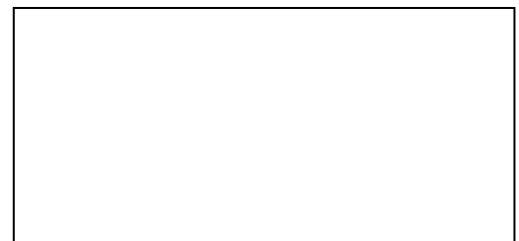
Event start time..... Finish time .....

Access times to allow for set up and clearing From..... To.....  
*(Please note that if your booking takes place outside of normal office hours: 9am-5pm Monday to Thursday and 9am-1pm on a Friday, a caretaking charge will apply of £20 per hour).*

Room(s) required/maximum capacity *(please circle)*      Riviera Room (18)      Harbour Room (8)  
Church (550)      Lymington Room (50)      Sports Hall (40)      Chelston Room (18)  
Main Hall (150)      Kitchen (sole use)

No. of people attending..... No. of chairs required..... No. of Tables.....

Please draw a diagram of how you'd like the room set up if you have particular requirements or note it here e.g. theatre style, class room style, board room etc  
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Other Requirements *(please circle)*  
Flipchart/Whiteboard    Projector/AV    Sound Desk/Operator  
*Sound Desk/Operator needed for Church and possibly the Main Hall depending on the complexity of your requirements. Rates start from £20 per hour, per operator.*

Please advise us if you require our hot drinks package      YES/NO  
*Rates per person are: £2.25 (half day) or £4.50 (full day)*  
*Please state the times you would like your drinks available.....*

Please advise us if you require kitchen facilities      YES/NO

**For Office Use:**

Date confirmation sent.....Keyholder (if OoH): .....

Entered in diary.....Trello.....by.....Passed to DM to file/invoice.....

Fire Briefing Given.....PPL Insurance .....

Equipment.....PA Requirement.....

Room Set Up.....

**CONDITIONS FOR THE USE OF PREMISES**

1. Any group is welcome to hire our accommodation provided their purpose is not contrary to our Christian ethos. We reserve the right not to hire our premises to groups whose purpose is to promote a partisan, political or social cause.
2. The accommodation may only be used for the agreed purpose and during the period indicated on the booking form.
3. It is the responsibility of those hiring the room to ensure that there is no smoking or alcohol consumption on the premises. We also ask that the User respects the Church's no gambling policy, which includes raffles.
4. The User will be responsible for all damage (other than reasonable wear and tear) to the accommodation or fixtures, fittings or equipment. All defects in the accommodation, furniture or equipment should be reported.
5. After use, the accommodation must be left in a clean/tidy condition with all furniture and equipment in the same position as at the commencement of the hiring (unless otherwise agreed with the Church). The User must ensure that all lights are turned out and all windows and doors properly secured.
6. The User must not leave any equipment, furniture or articles of any kind unless by prior agreement with the Church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
7. The agreed fee for the use of the accommodation is due at the beginning of the month immediately after that in which the letting took place. A deposit may be required at the time of booking.
8. Please note that there will be a charge for late cancellations. Any cancellations made less than 48 hours from the time the booking is due to start will incur the full fee.
9. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising from the use of the building apart from such injury or loss which arises from the Church's legal liability for general maintenance of the property. Users must confirm to the Church on the booking form that they hold their own public liability insurance cover and forward a copy for the Church to retain.
10. The User will comply with the provisions of the Church's Health and Safety policy and will ensure that all those using the building are aware of the appropriate safety procedures. A briefing will be given to the leader of the group on commencement of their booking. Each group leader must complete their own risk assessments.
11. Where the premises are to be used by children, the User will have in place an approved policy setting out their guidelines on the protection of children in their care.
12. No animals other than registered guide dogs are allowed on the premises, unless agreed by the Church Office.
13. The User or group leader must assign a fire marshall and have a written evacuation plan. The Church Office will brief the leader on its evacuation plan.
14. No tenancy is created by acceptance of these terms.
15. Users bringing their own electrical equipment must have an up to date PAT test for the items.

**I have read, understood and agree to the hiring of the relevant rooms in accordance with the above conditions.**

*Please note that your booking request is subject to our acceptance so please do not make further arrangements for your event until you have received written confirmation from us.*

Signed..... Date.....

Organisation.....

**Please remember to enclose copy of your Public Liability Insurance.**