

# Room Booking Form

Name of Company:

Invoice Address:

Purchase Order No (if applicable):

Email:

Telephone  
Number:

Contact Name:

Arrival Time:

Event Title:

Departure  
Time:

Numbers attending  
(incl facilitators)

Date of Event:

## Rooms Available:

### Charles Dickens Room

Large Training Room (seats 30 theatre or 15 boardroom style)

### Geoffrey Chaucer Room or William Harvey Room

Standard Meeting Room (seats 20 theatre or 12 classroom style)

### Clinical Room

Smaller Meeting Room (seats 10 around a boardroom style table)

### Conservatory (seats 14)

Informal meeting space (no I.T facilities)

## Room Layout Requirements:

Theatre/Lecture Style (rows of chairs facing the front)

Boardroom Style (long U-shape of tables and chairs)

## Catering Requirements:

Unlimited tea, coffee and packet of biscuits @ £2.50 (per person)

Executive cold buffet @ £10 per head (minimum order 10)

Classic cold buffet @ £7.50 per head (minimum order 10)

## Preferred Method of Payment:

BACs Transfer

Card Payment

Invoice

I declare that I have read and agree to the Booking Terms & Conditions:

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Booking Terms and Conditions**

## **How to Book a Room at the Ann Robertson Centre:**

To request room hire please complete and return the booking form. An email will be sent to you confirming all details based on the information provided. Provisional room bookings will be held for 7 days, after which time if payment has not been received the room will be released without further notice. If the room hire takes place in less than 7 days, we will require payment within 24 hours of booking.

## **Room Cost:**

<b>Cost</b>	<b>Half Day (four hours)</b>	<b>Full Day (9am-5pm)</b>
Charles Dickens	£120	£220
Geoffrey Chaucer	£100	£190
William Harvey	£100	£190
Clinical Room	£55	£100
Conservatory	£55	£100

## **Cancellations:**

If you need to cancel your booking we require three weeks (or 21 days' notice). We cannot refund bookings that are cancelled within three weeks of the booking date. In some cases, we may be able to move the booking to another date but this is subject to availability. The Ann Robertson Centre reserve the right to cancel any booking forthwith and without liability on their part in the event of any damage or destruction of the Ann Robertson Centre (or a significant part thereof) by fire, inclement weather or other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond their control which prevents us from performing our obligations in connection with any booking.

## **Payment:**

In order to confirm your booking, we ask for an upfront payment of any fees including any catering ordered. Upon return of this form, a payment request form will be emailed to you with a breakdown of the charges and details on how to make payment. Please note, catered events will incur a 20% VAT charge. Once we have received payment, we will confirm room hire and email a receipt.

## **Internet access:**

Free WiFi service is offered to customers of the Ann Robertson Centre (excluding the conservatory - we do not have service currently).

## **General:**

- There will be a charge for any damage or breakages due to misuse or abuse.
- The client must report any accidents, injuries, damage or incidents to the centre staff.
- We do not accept any responsibility for loss or damage to clients or their attendees' property.
- Rooms are let to the client confirmed on the booking form and rooms cannot be sublet by the client or to a third party. The centre reserves the right to decline bookings/admission.
- Admittance to the centre and room hired cannot be guaranteed until the time of your booking. Rooms must be vacated by the end time of the booking.
- We reserve the right to amend our rates without notice should it be deemed necessary.
- In the event of a fire please gather your own attendee list and move to the nearest, safest exit. You will be met by a staff member and escorted to the fire meeting point.
- The venue has car parking for up to 25 vehicles, available free of charge to users of the centre, on the day of the event, on a first-come-first-served basis. Places are not guaranteed. We do not accept any responsibility for theft of/from or damage to vehicles. All vehicles must be removed from the car park within 30 minutes of the event's end. All vehicles must be parked in the marked bays and not in front of emergency exits. There are on-street parking spaces on the surrounding roads, a map is available.
- Smoking is only permitted in the designated smoking area.
- The client shall not bring to the centre any inflammable, combustible, hazardous or illegal materials.
- Refreshments and catering are provided as per the booking form.