

Room Booking Form

Name of Company:

Invoice Address:

Event Title:

Telephone Number:

Event Date:

Contact Name:

Start Time:

Number attending:
(including facilitators)

Finish Time:

Room Selection:

Charles Dickens Room

Large Training Room (seats 30 theatre or 18 boardroom style)

Geoffrey Chaucer Room or William Harvey Room

Standard Meeting Room (seats 20 theatre or 14 boardroom style)

Clinical Room

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

Conservatory

Informal meeting space - (seats 14)

Library

Small work space (suitable for hot desking or 1:1 meetings)

Room Layout Requirements:

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

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

Hospitality Requirements: (Catered events are subject to a 20% VAT charge on total booking)

Refreshments - full day hire includes 10 delegates: £2.50 per additional delegate
half day hire or less: £1.50 per delegate

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

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

Please select preferred method of payment:

BACs Transfer

Card Payment

Invoice

If you have selected invoice a purchase number must be provided here:

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

Customer Signature:

Date:

Booking Terms and Conditions

Booking:

Please complete and return the booking form to education@pilgrimshospice.org. 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 prior to the event.

Room Rates:

Cost	Full Day (9am-5pm)	Half Day (9am-1pm or 1-5pm)	Hourly Rate (min 2 hrs)
Charles Dickens	£235	£125	£40
Geoffrey Chaucer	£200	£110	£35
William Harvey	£200	£110	£35
Clinical Room	£110	£60	£20
Conservatory	£110	£60	£20
Library	£60	£35	£10

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 on the full booking. Once we have received payment, we will confirm room hire and email a receipt.

Internet access and I.T Capabilities:

Free Wi-Fi service is offered to customers of the Ann Robertson Centre. Please check with the team that the room you are booking suits your requirements, the conservatory and library do not have TV screens

General:

- Refreshments are provided within the room rate (max 10 delegates, £2.50 per person thereafter).
- Catering can be supplied with one week advance notice and is subject to a 20% VAT charge.
- 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 promptly 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 on a first-come-first-served basis. 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 is on-street parking in the surrounding area, 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.