|  |
| --- |
|  **Room Booking Form** |
| Company Name & Address: | Event Title: |
| Telephone Number: |  | Event Date: |  |
| Contact Name: |  | Event Start Time: |  |
| Number attending:  |  | 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) |  |
| **Layout Requirements:**  |
| Theatre Style (rows of chairs facing the front) |  |
| Boardroom Style (long U-shape of tables and chairs) |  |
| **Refreshments:**  |
| Refreshments for additional delegates full day hire @ £2.50pp |  |
| Refreshments added to a half day or less booking @£1.50pp |  |
| **Catering:** |  |
| Executive cold buffet @ £10 per head (min order 10 - will incur 20% VAT charge) |   |
|  Classic cold buffet @ £7.50 per head (min order 10 - will incur 20% VAT charge) |  |
| **Please select preferred method of payment:**  |
| BACs Transfer |  | Card Payment |  | Invoice\* |  |
| **\*If you have selected invoice, purchase order 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@pilgrimshospices.org. 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. Payment terms for purchase orders is within 28 days.

**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.

**Site information:**

* A welcome room is available for greetings and breaks, please note as this is a shared space we politely ask that you use this space as intended and not as an additional meeting room.
* 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.
* The centre opens at approximately 8:30am for arrivals. Access to hired space cannot be guaranteed until 15 minutes before the start of hire.
* 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.
* A member of staff will brief you on emergency procedures upon arrival.
* The venue offers free parking for 25 delegates 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.
* We are fully accessible with entrance ramp and lift.
* Smoking is only permitted in the designated smoking area.
* The client shall not bring to the centre any inflammable, combustible, hazardous or illegal materials.