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| **A close up of a logo  AI-generated content may be incorrect. 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 15 boardroom style) |  |
| **Geoffrey Chaucer Room or William Harvey Room**Standard Meeting Room (seats 20 theatre or 12 boardroom style) |  |
| **Clinical Room**Smaller Meeting Room (seats 10 maximum around a boardroom-style table) |  |
| **Conservatory** Informal meeting space - (seats 14) |  |
| **Library** Small workspace (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) |  |
| **Unlimited Refreshments (tea, coffee and packet of biscuits):**  |
| Refreshments for additional delegates (10 included in full-day hire rate) – £2.50 pp |  |
| Refreshments for half-day or shorter bookings – £1.50 per person (additional cost) |  |
| **Catering:** |  |
| Executive or Classic Buffet: £10pp or £7.50pp (min. 10 people, 20% VAT applies) |   |
|  Choose from our freshly prepared sandwich menu: £3.00 per sandwich |  |
| **Please select preferred method of payment:**  |
| BACs Transfer |  | Card Payment |  | Invoice\* |  |
| **\*If you have selected invoice, a 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 this booking form to education@pilgrimshospices.org.

Provisional room bookings will be held for 7 days. If payment is not received within this time, the booking will be released without further notice.

For bookings taking place within 7 days, payment is required in advance of the event.

If your organisation is paying by purchase order, payment must be made within 30 days from the date of the invoice.

**Room Rates:**

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| **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 a minimum of 21 days’ (three weeks') notice.

Cancellations made within 21 days of the booking date are non-refundable. In some cases, we may be able to reschedule your booking, subject to availability.

The Ann Robertson Centre reserves the right to cancel any booking without liability in the event of circumstances beyond our control. These may include (but are not limited to) fire, severe weather, damage to the venue, strikes, shortages of labour or supplies, or any other unforeseen event that prevents us from fulfilling the booking.

**Payment:**

To confirm your booking, we require upfront payment for all fees, including any catering ordered.

Once we receive your completed booking form, a payment request will be emailed to you with a full breakdown of charges and instructions on how to make payment.

Please note: Catered events will incur a 20% VAT charge on the full booking total *(this does not apply to sandwich-only orders).*

Your booking will be confirmed, and a receipt issued, once payment has been received.

**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.
* 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.
* 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 an 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.