



Room Booking Form

Contact Name		Contact Tel No	
Organisation Name		Mobile No	
Invoicing Address		Email address	
		Room Required	
		Purchase Order No	
		Notes	
Postcode			
Purpose of Booking			
No of Attendees			
Date of Booking			
Day of Booking			
No of Sessions Booked			
Time room required from		Standard Price	
Time room finished with		Discount	
		Equipment	
		Kitchen	
		Room Hire Total	

Catering Requirements	Charges	Time required	No of Attendees		
Tea, Coffee, biscuits	£1.25 per head per serving			=	
Platter of Sandwiches	from £ per head			=	
Light Buffet Lunch inc tea/coffee	from £ per head			=	
Luxury Buffet Lunch inc tea/coffee	from £ per head			=	

Catering Total =

Grand Total =

Signature _____

Date _____

Authorised By _____

1: Cancellation charges: Cancellation charges of 50% will apply to all bookings cancelled within 7 days of the event. Premature cancellation of long-term recurring bookings will incur a charge according to the number of sessions completed.

2: Bookings of 1 hour only: Fees will be reduced for sessions of 1 hour or less (*please enquire for details*)

3: Weekly Recurring Booking Discount: A discount of 10% can be applied to bookings of **5 consecutive weeks** or more.

4: Frequent User Discount: Only applicable to user groups who do not qualify for condition 3 (*Weekly Recurring Booking Discount*). A 5% frequent user discount will be applied to your room booking fee for multiple sessions booked simultaneously.

5: Setting up/Clearing up time: **Please make sure your start & end times reflect the time you require the room from & until.** Please note that all session timings **must include** provision for setting up/clearing up.

6: Maximum time limits: The maximum time limits for sessions will be strictly applied - **exceeding these limits will incur an additional charge at the appropriate rate.**

7: Refreshments: Self-service refreshments are available for purchase by attendees. Alternatively a variety of catering services can be arranged & added to the booking fee. There is a minimum of 5 or 8 persons for catered buffets & the number can be altered up to 24hrs prior to the booking.

8: Acceptable Use Policies: You must agree to abide by our Acceptable Use Policies (*available upon request*). Please note that all users share responsibility for maintaining a clean & welcoming environment. You should ensure that all members of your group are aware of this & that they commit to leaving the Centre ready for others to use.

9: Equipment: GEVC will ensure that all equipment is functioning correctly in advance of booking. Responsibility for ensuring that the equipment is suitable for the Trainers' session rests with the Trainer &/or Hirer. Although Broadband Internet access is available transfer rates cannot be guaranteed. Technical Support can only be guaranteed for bookings at commercial rates.

10: Health & Safety/Fire Procedures: You should ensure that all members of your group are aware of their Health & Safety & the Fire Procedures of the Centre which are outlined in each room.

FOR OFFICE USE ONLY - please date & initial

BOOKING IN DIARY: **INVOICE No.** **INVOICE DATE**

GREAT ECCLESTON VILLAGE CENTRE LTD

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ROOM HIRE CHARGES

From 1st March 2012

FULL LOUNGE (MAX 50-60 PEOPLE SEATED) OR ACTIVITY ROOM (MAX 25 PEOPLE) SEATED)			
ORGANISATION	One Hour (15mins set up max)	Half Day	Full Day
Voluntary / Charity / Community Org	£10.00	£25.00	£45.00
Educational / Freelance Trainer	£15.00	£50.00	£90.00
Commercial / Private & Public Sector	£20.00	£65.00	£110.00

KITCHEN USE Coffee Mornings/Social Evenings etc	Half Day	Full Day
All Organisations	£7.50	£15.00

CATERING	Per Head	Minimum No
Tea, Coffee, Biscuits	£1.25	1
Sandwiches/Buffer Lunches inc tea/coffee	On request	5

MEETING ROOM (MAX 10-15 SEATED): Charge includes use of OHP, Video Player & Flipchart			
ORGANISATION	One Hour (15mins set up) max)	Half Day	Full Day
Voluntary / Charity / Community Org	£10.00	£20.00	£35.00
Educational / Freelance Trainer	£15.00	£40.00	£70.00
Commercial / Private & Public Sector	£20.00	£45.00	£85.00

COMPUTER SUITE (MAX 12 USERS): Charge includes use of Laptop with a digital projector		
ORGANISATION	Half Day	Full Day
Voluntary / Charity / Community Org	£30.00	£50.00
Educational / Freelance Trainer	£55.00	£100.00
Commercial / Private & Public Sector (No Tech Support)	£70.00	£125.00

EQUIPMENT	Half Day	Full Day
Laptop & Digital Projector setting up in your required room	£5.00	£10.00