



# Room Booking Form

Name of Course/Event:

Date Required :

Time From:                      to:

Room Required:

Room Booked By:

Name:

Address:

Tel:

Email:

Equipment (please tick if required)

Flipchart and pad

Overhead Projector

Slide projector

Digital projector

Laptop computer

TV / DVD and Video

For costs please refer to separate Charges sheet

Invoice Details. If same as above please tick

Name:

Address:

Tel:

Email:

Layout (please indicate numbers)

Chairs  Tables  Lectern

Required layout (please sketch if necessary)

## Refreshments

### Tea and Coffee.

Available at any time at a cost of £1 per cup. With biscuits £1.20. Please indicate whether attendees will pay individually or whether the charge should be included on the invoice.

Pay at time                       Invoice

### Lunch

A variety of menus are available to suit most budgets (details from Reception). Please indicate whether you would like lunch and the numbers required. Any variation to this number should be notified to Allendale House at least 3 days in advance otherwise the full number will be charged.

Lunch required?    Yes  No                       Numbers                       Time

Please supply details of any dietary requirements at least a week in advance.

I have read and confirmed that the details on this form are correct and I have read and understood the hire terms and conditions on the rear.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## **Terms and Conditions for Hire of Rooms in Allendale House**

Please read all the terms and conditions carefully before signing the declaration overleaf.

The person named in the **Room Booked By** section (**The Hirer**) will be responsible for ensuring all details entered on this form are correct and for payment of all fees or other sums due in respect of the room hire.

### **1. Damage, Loss or Injury**

EDHT will not accept responsibility for injury to persons or loss/damage to property while on EDHT property other than when injury or damage/loss can be attributed to negligence on the part of EDHT staff or agents.

### **2. Protection of Premises and Property**

No furniture and fittings shall be removed or interfered with in any way. No fittings or decorations of any kind involving the driving or affixing of nails, screws, drawing pins into or onto any part of the building fabric is allowed. The use of Blu-tak is restricted to the rails designed for the purpose. (please seek guidance from a member of staff). In the event of any damage to premises or property EDHT shall make it good and the Hirer will be liable for all costs.

### **3. Public Safety**

The Hirer shall be responsible for the prevention of overcrowding, in accordance with any applicable fire Service safety limits, and with ensuring all doorways and emergency exits are kept clear. The Hirer shall be responsible for providing adequate supervision at all times to maintain order and good conduct.

### **4. Intoxicating Liquor**

No intoxicants shall be brought onto or consumed on the premises without the specific prior approval of the Manager.

### **5. Vacation Of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of any letting, otherwise additional costs will be incurred.

### **6. Confirmation of Room Bookings**

A room booking must be confirmed either by email or a duly completed, signed and dated Booking Form.

### **7. Cancellation of Room Bookings**

**All** cancellations must be made in writing either by post or email. If a confirmed room booking is cancelled within 1 week of the booking date a cancellation fee will be charged. EDHT reserves the right to waive this fee.

### **8. Contravention of Terms and Conditions**

Anyone found contravening any of the terms and conditions may be asked to leave the premises immediately.

**Completed forms should be returned to the Trust Manager at:**

**East Dorset Heritage Trust, Allendale House, Hanham Road, Wimborne, Dorset, BH21 1AS**

**Tel/Fax: 01202 888992 email: [info@edht.org.uk](mailto:info@edht.org.uk)**