ROOM BOOKING FORM

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| CONTACT INFORMATION | | | |
| NAME |  | | |
| COMPANY |  | | |
| ADDRESS |  | | |
| INVOICE ADDRESS  (If different from above) |  | | |
| TEL NO. |  | | |
| EMAIL |  | | |
| PO NO.  (If applicable) |  | | |
|  | | | |
| EVENT DETAILS | | | |
| DATE OF EVENT | |  | |
| ROOM | |  | |
| EVENT TIMES  Please indicate start, finish & breaks | |  | |
| NO. OF DELEGATES | |  | |
| LAYOUT  (Theatre, Boardroom etc) | |  | |
| ANY ACCESS REQUIREMENTS?  Please state nature of requirements and number of individuals. | |  | |
|  | | | |
| TECHNICAL REQUIREMENTS (PLEASE TICK) | | | |
| PA SYSTEM & INDUCTION LOOP |  | | |
| WIFI |  | | |
| FLIP CHART |  | | |
| LECTERN |  | | |
| OTHER\*: |  | | |
| PLEASE NOTE - IF YOU WISH TO PLAY DVDS VIA A LAPTOP PLEASE CONTACT US IN ADVANCE SO WE MAY CHECK COMPATABILITY. | | | |
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| TERMS & CONDITIONS | | | |
| **Bookings:** A provisional booking will only be held for two weeks and if unconfirmed it will be released without notice.  Your booking is not confirmed until this form is signed and returned. Please see details in Section 6 below.  **Cancellations:** Any bookings cancelled less than 7 days prior to an event will be subject to a cancellation charge of **50%** of the booking fee. Any bookings cancelled less than 48 hours prior to an event will be subject to cancellation charges of **100%** of the booking fee.  **Changes:** We will attempt to, but cannot guarantee to fulfil any changes made to your booking requirements less than 48 hours prior to your event.  **Extras:** All bookings include tea, coffee, sugar and milk.  All bookings are entitled to free use of AV equipment and Wifi.  Materials such as flipchart, markers, pens and paper are also available free of charge.  Any extra items used or ordered for the day of your event, but not detailed above will be added to your invoice.  **Catering:** Disability North do not have a catering arm but are able to provide a service where food can be ordered for the hirer, using online catering ordering company Jaspers. Food will be ordered to specifications given by hirer, no less than one week before the event date.  Please note – Disability North are ordering the food to adhere to hirer’s requirements and based on the specification given by the caterer. However, as we are not involved in preparing the food we cannot be held responsible for any allergic/ medical reactions to food items we order for you.  **Health and safety:** The hirer must comply with all Disability North Health & Safety regulations which may be inspected on request. Disability North shall be notified immediately of any accident or injury occurring at the venue.  Any electrical equipment brought into the venue must have a current PAT certificate which must be presented on the day. Any equipment brought in by contractors arranged by the client must have current risk assessments and Public Liability Insurance  COVID-19 IMPLICATIONS AROUND H&S:  When booking it will be the responsibility of the company making the booking to ensure all attendees adhere to the H&S guidelines attached to this booking form. Disability North will put all reasonable alterations in place to follow Government guidelines but the responsibility for attendees and trainers falls to the booking organisation.  **Damage/insurance cover:** You will be held liable for any loss or damage to Disability North property that occurs during your use of the hired room, beyond ‘wear and tear’, ie the general everyday usage of Disability North covered by our Public Liability Insurance.  Therefore you will be required to provide proof of suitable insurance (where applicable) to cover cost of repair to Disability North buildings, grounds and property in the event of damage being caused by you, your guests or contractors. The policy should also provide cover for personal injury and third party liability. | | | |
| **CONFIRMATION OF BOOKING** | | | |
| In signing this document you agree to adhere to our terms and conditions of use. Your booking is not confirmed until this form is signed and returned. | | | |
| SIGNED: | | | DATE: |
|  | | |  |
| **Please return to**: [katieboyden@disabilitynorth.org.uk](mailto:katieboyden@disabilitynorth.org.uk) or by post to:  Disability North, The Dene Centre, Castle Farm Road, Gosforth, Newcastle Upon Tyne, NE3 1PH. | | | |