

FACILITIES BOOKING FORM

Name: _____

Organisation: _____

Job title: _____

Address: _____

Email: _____

Tel: _____ Mobile: _____

Date and Title of Event: _____

Morning session: _____ to _____ Afternoon session: _____ to _____

Evening session: _____ to _____ Full Day: _____ to _____

Your purchase/ref.order number _____

Is this the invoice address? Yes / No

If no, please give full address: _____

Conference Room

60 participants depending on layout required

Please tick layout required and number of participants

Theatre style _____

Board style _____

Circle of chairs _____

Cabaret style _____

Meeting Room

15 participants depending on style required

Please tick layout required and number of participants

Circle of chairs _____

Board style _____

Library

10-12 participants depending on style required

Please tick layout required and number of participants

Circle of chairs _____

Board style _____

Counselling/Therapy Rooms

Max number of participants in brackets

Counselling/Therapy Room 1 (2)

Counselling/Therapy Room 2 (2-3)

Counselling/Therapy Room 3 (2-4)

Therapy Room 5 (2-4)

Therapy Bed Hire £10 per hour

Any disabled access requirements

- Conference Induction Loop
- Portable Induction loop
- Signer by Advance Booking

Audio / Visual Hire

- | | |
|---|-----------------|
| <input type="checkbox"/> Flipchart paper and pens | £12.50 each |
| <input type="checkbox"/> TV/Video/DVD | £25 per session |
| <input type="checkbox"/> PowerPoint projector | £40 per session |
| <input type="checkbox"/> Laptop | £15 per session |
| <input type="checkbox"/> OHP & Screen | £15 per session |

For Hot and Cold Lunches please refer to additional attachment for Menus

Drinks / Extras:

		QTY
<input type="checkbox"/> Tea/ coffee/ fruit tea	£1.50 per person	_____
<input type="checkbox"/> Sparkling Water	70p per bottle	_____
<input type="checkbox"/> Biscuits	50p per person	_____
<input type="checkbox"/> Cakes (min 5 people)	£3 per 5 people	_____
<input type="checkbox"/> Crisps	50p per person	_____
<input type="checkbox"/> Fruit	£1 per person	_____

By signing here you are agreeing to our terms and conditions:

Signed

Date

Office use only

Total Room Hire (discount %)	£ _____
Total Catering Costs	£ _____
Total Equipment Hire	£ _____
VAT @ 17.5%	£ _____
Grand Total	£ _____

TERMS & CONDITIONS

- 1** All bookings must be confirmed by you via the Booking Form. The LGF will then confirm your booking. The LGF will not be liable if the booking form has not been completed and returned to us. The booking form is to be returned 5 full working days prior to the event.
- 2** All prices are exclusive of VAT and are subject to revision at any time. Customers will be charged the rates applicable at the time their booking is confirmed. An invoice will be sent to you after the event. Payment must be made within 30 days.
- 3** Any damage caused by room users to the fabric or furniture of the building, and any breakages must be paid for in full.
- 4** Smoking is not permitted in the building.
- 5** Rooms are available from 9.30am until 9pm. (earlier/later by negotiation in advance).
- 6** Equipment hire is normally through the LGF. The customer may supply their own equipment as long as it is covered on their own insurance. The LGF will not be liable for customer's equipment.
- 7** All arrangements for the hire of rooms, goods or services are made between the LGF and the customer. Contracts may not be entered into directly with the suppliers to the LGF.
- 8** The LGF shall not be responsible for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, riot, government restriction or act of God which may cause the premises to be temporarily closed or the event interrupted.
- 9** The client will be responsible for any loss, damage, expense or other liability caused to LGF by the client guests or employees and shall pay to the LGF on demand the amount required to remedy or make good any such loss, damage, expense or other liability.
- 10** All attendees of the event must adhere to the LGF's Health and Safety notices displayed.



TERMS & CONDITIONS (CONT)

- 11** The LGF reserves the right to refuse future bookings if previous invoices are unpaid.
- 12** Cancellations – wherever possible the LGF will endeavour to re-let the room and therefore notice should be given as soon as possible.

In the event of cancellation by the hirer, the following charges will apply:

- Less than 5 full working days prior to the event, the hirer will be charged 75% of all room, equipment and catering costs.
- Less than 10 full working days prior to the event, the hirer will be charged 50% of all room and equipment hire.
- Less than 15 full working days prior to the event, the hirer will be charged 25% of all room and equipment hire.

What you can expect from us:

- ◆ We will do everything within our power to protect your welfare and safety.
- ◆ Courteous and friendly service.
- ◆ Room set up in the layout agreed and on-time.
- ◆ Reception/Office services available throughout your event.
- ◆ Rooms will be clean and tidy.



The Lesbian & Gay Foundation

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