



PAVILION BOOKING FORM

APPLICANT INFORMATION

Name:

Name of organisation:

Current address (incl postcode):

Contact Number/s:

Email(s) (please include an email address for room access instructions to be sent to):

BOOKING INFORMATION

Planned activity:

Room required:

Dates required:

Number of attendees expected:

Start time:	End time:	*Include setting up and packing up time. Please note you will only have access to the room(s) during your requested hire time. If you require any additional time pre/post hire, it will be charged in increments of 15mins.
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Do you require tea/coffee making facilities? Yes/No	*Tea, coffee, sugar is included. There are 10 mugs. If you require more, please bring disposable coffee cups to use. Please bring milk.
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Do you require internet access? Yes/No	Do you have public liability insurance? Yes/No
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Where did you hear about The Pavilion rooms to hire?

Please share your social media handle so we can collaborate online:

As part of our room hire package, we offer **FREE ADVERTISING** of your workshop/classes on our website, social media pages and printed newsletter. If you wish to make use of this, please send us a poster advertising your event in Jpeg format with your booking form. (If you are booking a weekly on-going class, please do not include a date on your poster.)

ROOM CHECKLIST:

ON LEAVING THE ROOM, PLEASE ENSURE YOU:

- FOLD DOWN TABLES AND PUT TO THE SIDE OF THE ROOM
- STACK CHAIRS TO THE SIDE OF THE ROOM
- CLOSE ALL WINDOWS AND TURN OFF LIGHTS
- SWEEP THE ROOM USING THE DUSTPAN AND BRUSH BEHIND THE DOOR IN EACH ROOM
- WASH UP AND PUT AWAY ALL CUTLERY AND CROCKERY USED IN THE UPSTAIRS KITCHENETTE
- REMOVE ALL RUBBISH
- LEAVE IT CLEAN AND TIDY FOR THE NEXT PERSON
- DON'T FORGET TO RETURN KEYS TO THE KEY SAFE

****FAILURE TO ENSURE THE ABOVE WILL INCUR A £50 PENALTY PER BREACH****

I agree to read and apply the fire risk assessment, the acceptable use policy for IT systems and the user handbook before using the building. I understand that, if I cancel my booked time within 7 days, I will be subject to a cancellation charge of half the agreed charge for the room hire. If I give less than 48 hours' notice of cancellation, I will be charged the full rate for room hire. For regular on-going bookings, we require 30 days' notice. I understand if I do not give 30 days' notice I will be charged for the remaining bookings in line with the terms & conditions.

By completing this form, you are agreeing to Friends of Castle Green keeping your contact details on file for the purposes of invoicing only. We will not send you any unsolicited mail or pass your contact details on. Please note payment is due within 14 days via faster payment/cash or cheque only.

Signature of applicant:

