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| --- | --- |
|  Name |  |
|  |  |
| Organisation |  |
|  |  |
| Address |  |
|  |  |
| Tel |  | Fax |  |
|  |  |
| Email  |  |
|  |  |
| Voluntary Sector |  | Statutory/ Private Sector  |  |
|  |  |
| Date/Times Room Required |  |
|  |  |
| Numbers Attending |  | Equipment Required |  |
|  |  |
| Purpose of Event |  |
|  |  |
| Any access requirements |  |
|  |  |
| Invoice Details (if different from contact details) |  |
|  |  |
| Signed |  |
|  |  |
| Date |  |

**Please return completed booking forms to:**

Email: Heather.parr@42ndstreet.org.uk

Mail: 42nd Street, the Space, 87-91 Great Ancoats Street, Manchester M4 5AG. (Please do not complete this form until you have received verbal confirmation that the room is available on the date/time required.

 **ROOM BOOKING TERMS AND CONDITIONS**

* Cancellation must be made in writing at least 1 week prior to the event booked; cancellation within 1 week of booked date will incur an administration fee equal to 50% of the cost of the space hire.
* The room must be left in good order and vacated no later than the time booked.
* Please note that the building is a non-smoking/vaping building. You must ensure that those attending training/events who wish to smoke will do so outside of the building, including the front entrance area.
* Any accidents or Incidents will need to be reported to the admin team who will require you to complete our own reporting form. A First Aid box is kept with the kitchen area of the meeting room. Should there be any need to use the items with it, this will need to be reported to the admin team before the meeting/event finishes.
* Any use of facilities is at your own risk. We will not have any liability for damage to or loss of your personal property or belongings or that of those attending any room booking.
* You agree to take care of our facilities during the use of any room as any damage caused by you or your guests will be your responsibility and you will be liable in full for any payment of any repairs.
* You should ensure that all gangways, exits and entrances are left free from obstructions and that fire exits are visible at all times and the fire evacuation procedure is highlighted to all participants at the beginning of the session. You will also ensure that any seating arrangements do not impede or hinder speedy access to and from exit areas in case of emergency. You will be responsible for assisting any of your guests, who need help exiting the building, in an emergency. An assessment of their needs should have been completed by you prior to the event. A copy of our fire evacuation procedure is situated on the wall of the meeting room.

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| I agree to adhere to the conditions listed above: |
| Name (print) |  |
| Signature |  |
| Organisation |  |