|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person |  | | | | | | | |
|  |  | | | | | | | |
| Organisation/  Business Name |  | | | | | | | |
| Type of organisation (charity/ CIC/commercial) |  | | | Nature of  business | |  | | |
|  |  | | | | | | | |
| Organisation/  Business  Address |  | | | | | | | |
| Invoice Address  (if different) |  | | | | | | | |
|  |  | | | | | | | |
| Contact number  of person |  | | Contact number of business | | | |  | |
|  |  | | | | | | | |
| Email |  | | | | | | | |
|  | | | | | | | | |
| Purpose of Event  – as much info as possible e.g. electrical equipment using. |  | | | | | | | |
|  | Ground floor – with sink and kettle 12-15 seated (up to 20 standing)  Middle floor – with sink and kettle 12-15 seated (up to 20 standing)  Top floor – with kitchenette 10-15 seated (up to 20 standing)  Courtyard non-smoking and non-vaping  Top and middle floor are not accessible. | | | | | | | |
| Spaces required  Date required \* |
|  |
| Numbers Attending  Is this exact or estimate? |  | Date Required  Times Required \* | | |  | | | |
|  |  | | | |
|  |
|  |
| Will you be catering the event? Who will be supplying the catering (please note we can supply tea and coffee only).  Equipment required.  We have some AV equipment available  Will you be bringing any equipment to use at the event? If so what? Please confirm that any electrical equipment has been PAT tested.  Is there likely to be any press coverage of the event? | |  | | --- | |  | | Projector Screen | |  | |  | | | | | | | |
| Access requirements.  Please note only the ground floor is wheelchair accessible. |  | | | | | | |
|  |  | | | | | | |
|  |
| Signed |  | | | | | | |
|  |  | | | | | | |
| Date |  | | | | | | |

ROOM BOOKING TERMS AND CONDITIONS

We as an organisation aim to support organisations that complement our type of work and ethics. We may rent our venue to other organisations at our discretion.

* The Horsfall opening hours Monday – Thursday 9.30am – 6.30pm & Friday 9am – 5pm.
* Additional and weekend hours available on request at an additional charge and T&C’s including the requirement for you to have additional business insurance.
* All floors share ground floor toilets.
* Reception facilities are not available out of hours or at weekend.
* Each floor will be booked separately and concurrent meetings/events may be taking place.
* 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 Horsfall must be left in good order and vacated no later than the time booked. Any equipment left for collection on another day will need prior agreement and may incur additional charges.
* Please note that the building is a non-smoking and non-vaping venue. You must ensure that those attending events who wish to smoke do so outside of the building. Smoking is not permitted in the courtyard or front entrance of the building.
* Any accidents or incidents will need to be reported to the 42nd Street team during the day or your allocated out of hours contact at the weekend and evenings, who will require you to complete our own reporting form. A First Aid box is kept under the sinks and kitchen on each floor. Should there be any need to use the items with it, this will need to be reported to the 42nd Street team before the meeting/event finishes.
* Any use of facilities is at your own risk. We will not hold any liability for damage to or loss of your personal property or belongings or that of those attending any 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 agree not to attach anything to walls or other surfaces (including the use of Blutak) without prior agreement.
* You agree to dispose of all rubbish in the external bins provided. Large items and catering items will need to be taken away or may incur a fee.
* 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 would 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 each room.

I agree to adhere to the conditions listed above:

Name…………………………………………………………… Signature……………………………………………………..

Organisation………………………………………………… Date……………………………………………………………..

**To be completed by 42nd street staff.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and times agreed: | Reason: Profile raising, reputational, financial, other. | Staff managing/covering booking. Dates/times agreed. | Amount to be invoiced. |
|  |  |  |  |
| Final Agreement Managers signature | |  | |