**ROOM BOOKING AGREEMENT**

**Event’s Organiser Details (NOTE: Organiser MUST BE over 21 years old with full responsibility for the event)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Organisation: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) required: **Large** **Hall □ Medium size Room □ Small Room □**

Date required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start time\_\_\_\_\_\_\_\_ \_\_\_End time \_\_\_\_\_\_\_\_\_\_\_

No. of people attending: \_\_\_\_\_\_\_\_ \_\_

**Agreement:**

* I agree to pay for the refundable deposit of **£150** which is required to secure the booking.
* I agree to pay for the repair or replacement of any furniture or equipment damaged during this event from the deposit of **£150 plus any additional cost incurred if valued over £150.**
* I agree to pay for extra cleaning costs if required.
* I agree to use the room(s) as set out in the terms & conditions of use of PPC premises.
* I agree that in event any damage to the premises or items, the cost to replace will be costed any additional cost to the difference of any further damage.

Booking confirmed: YES / NO Signed: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Office use only)**

**DEPOSIT**

Full refund **□** Partial refund **□**

**Reason for partial refund** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Organiser**

**PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**On behalf of PPC**

**TERMS AND CONDITIONS FOR USE OF PPC PREMISES**

The PPC has rooms available to hire for meetings, training courses, seminars, rehearsals, research, focus groups, consultations and workshops.

* **Large Hall** 80 people seated **OR** 100 people standing
* **Medium Size Room** 10 -15 people
* **Small Room** 2 - 4 people

**Confirmation will be provided within 5 working days.**

**Who can use the rooms?**

The rooms are available for any non-profit group, organisation or related to community activities.

**When are they available for hire?**

The rooms are available:

Monday – Friday 5:00pm - 10:00pm

Saturday 10.00am - 12.00 midnight

Sunday 10.00am – 10.00pm

***NB: Please ensure that the building is evacuated at the time specified for the booking***

**How much does it cost?**

* Large Hall £40 per hour
* Medium size Room £25.00 per hour
* Small room £15 per hour

**Deposit**

All monies should be paid in full not later than 48 hours of the booked event.

A deposit of £150 is required in advance to secure room booking and will be refunded at the expiration of the event

unless

1. There are damages to the room(s) or equipment plus any additional cost if damage is more than £150
2. Additional cleaning costs are incurred as a result of the room being left dirty and untidy
3. Additional use of hall/room and security costs are incurred for afterhours use.

**Are there any restrictions?**

* No alcohol to be sold
* You must provide the name and contact details of the hirer for the event. Please note that this contact will be used in the event of an emergency.
* There is a no smoking policy within the PPC. Guests are permitted to smoke outside the building.
* A projector and screen can be made available at an additional cost. You will need to provide your own IT device and cable.
* The emergency exit in the main hall should remain closed throughout the event.
* The kitchen is available only for serving food and a microwave is available for heating up food
* No cooking or use of gas is allowed
* No portable ovens, hobs, burners and grills are allowed

**Responsibility of the Event’s Organiser.**

* To ensure that all attendees sign in at reception on the day of the event. This is a Health and Safety requirement.
* To set-up and reset the room to an approved style before leaving.
* To leave the rooms clean and tidy.
* To meet the cost of any damages, cleaning or security costs incurred by the PPC as a result of your booking.

**Failure to do so may lead to the refusal of our rooms in the future.**