



# Booking 2011/12

## 1. PLEASE ENTER YOUR CONTACT DETAILS

|                       |                 |
|-----------------------|-----------------|
| Lead contact          |                 |
| Organisation or group |                 |
| Purchase order ref.   | (if applicable) |
| Postal address        |                 |
| Telephone number      |                 |
| E-mail address        |                 |

## 2. PLEASE CIRCLE YOUR REQUIREMENTS

|  | <b>Community Room</b><br>(100 people max) | <b>Training Room</b><br>(40 people max) | <b>Gallery Room</b><br>(70 people max) |       |
|--|---|---|--|-------|
| By the hour  | £8.20                                     | £11.60                                  | £22.00                                 |       |
| Morning session<br>0900 – 1300                                       | £28.70                                    | £40.00                                  | £65.50                                 |       |
| Afternoon session<br>1300 – 1700                                     | £28.70                                    | £40.00                                  | £65.50                                 |       |
| Evening session<br>1700 – 2200                                       | £28.70                                    | £40.00                                  | £65.50                                 |       |
| Full day<br>0900 – 1700  | £51.65                                    | £68.80                                  | £110.00                                |       |
| I will require   | Data Projector*                           | Broadband                               | TV & DVD Player                        |       |
|  | Flipchart & Pens*                         | Tea & Coffee*                           | Catering*                              |       |
| <b>Date Required</b>   |   |   |  |       |
| Frequency  | One-off                                   | Weekly                                  | Monthly                                | Other |
| Any other requirements?  |   |   |  |       |
| *additional charges may apply contact reception for more information |   |   |  |       |

## 3. PLEASE SIGN – BY SIGNING YOU CONFIRM YOU HAVE READ AND ACCEPT THE TERMS & CONDITIONS OVERLEAF PLEASE READ THEM CAREFULLY

|                  |
|------------------|
| <b>Signature</b> |
| <b>Date</b>      |

## 4. PLEASE RETURN THE BOOKING FORM TO THE GREEN LANE CENTRE RECEPTION

# Terms & Conditions of Room Hire

1. In order to complete your booking you are required to return a signed booking form to: Green Lane Centre, Green Lane, Whitby, YO22 4EH. Telephone: 01947 602185. email: [greenlane@seachange-community.org](mailto:greenlane@seachange-community.org)
2. You agree not to exceed the maximum room capacities as per the booking form.
3. You accept prices may change at any time without prior warning.
4. You agree to send payment in full no later than two weeks in advance of your booking.
5. You agree, as the lead contact, to ensure that your event staff, organiser(s), meeting co-ordinator(s) or trainer(s) will be responsible for all attendees during the booking and will complete a register.

In the event of a fire alarm this register will be made available to Green Lane Centre staff at the fire assembly point.

6. You agree cancellations of room hire or catering, or reduction of catering numbers must be advised as soon as possible prior to the event. You accept the following:
  - A minimum of one week's notice (7 calendar days) is required for cancellations.
  - Cancellations made less than one week in advance will be charged at the full hire rate.
  - Cancellations more than one week but less than two weeks in advance will be charged half the full cost of hire.
  - Cancellations made more than two weeks (14 calendar days) in advance will not be charged a cancellation fee and any monies paid will be refunded.
  - Cancellations must be made in writing or by email.
7. You accept rooms must be completely vacated of people and objects by the end of the booked time slot. Please allow for this in your scheduling.
8. You agree individuals associated with your booking who use Green Lane Centre facilities must endeavour to keep the premises and all furniture, fixtures, fittings and effects in or on the premises in the same state of repair and condition as at commencement of the room rental time slot. You and your representatives also undertake to leave the premises in the same state of cleanliness and general order in which it was found. You accept charges will be made for any damage and breakages which may occur (reasonable wear and tear excepted).
9. You agree seachange will have no liability for any personal injury or death. You agree to take all necessary steps to safeguard your personal property. No liability is accepted by seachange in respect of damage to, or loss of, such personal property.
10. You accept seachange will not be liable for any changes or cancellations which may affect your room hire. Loss or damage suffered by anyone using Green Lane Centre or for any failure by seachange to perform any of the respective obligations to you which is due to any event(s) or circumstance(s) beyond the reasonable control of seachange (referred to as '*force majeure*' in these conditions). For the avoidance of doubt, *force majeure* includes fire, flood, exceptional weather conditions or damage of the property by any cause (other than negligence of seachange) and all similar situations. In appropriate cases (for example where your booking has to be cancelled) seachange will, however, refund your room hire monies paid. No compensation, expenses, costs or other sums of any description (including without limitation the cost of securing an alternative) will be payable in such circumstances by seachange.

