

1. Your contact details

Name of lead contact

Organisation/Group name

Address

Postcode

Telephone number

E-mail Address

2. Please CIRCLE your requirements

I would like to book	Community Room (100 people max)	Training Room (40 people max)	Gallery Room (70 people max)	Digital Media Suite (14 people max)
Full day 0900-1700	£47.25 (NFP)	£63.00	£105.00	£105.00
Morning session 0900-1300	£26.25 (NFP)	£36.75	£63.00	£63.00
Afternoon session 1330-1730	£26.25 (NFP)	£36.75	£63.00	£63.00
Evening session 1800-2200	£26.25 (NFP)	£36.75	£63.00	£63.00
By the hour	£7.50 (NFP)	£10.50	£21.00	£21.00
Number of hours (time to/from)	<i>please enter times</i>	<i>please enter times</i>	<i>please enter times</i>	<i>please enter times</i>
I will need	Data Projector	Broadband	Digital Media Support*	TV/DVD
	Flipchart & Pens*	Tea & Coffee*	Catering*	Kitchen*

Please Note: NFP is the 'Not For Profit' price. We are happy to offer discounts for regular users and organisations who make a significant commitment to Green Lane Centre. *denotes an additional charge may be applied. Please contact us for more information **01947 602185**

Date(s) required:

Frequency (every week/month):

Do you have any further requirements?

**FULL PAYMENT IS REQUIRED PRIOR TO THE EVENT.
AN INVOICE WILL BE ISSUED UPON CONFIRMATION OF THE BOOKING**

3. Please sign (By signing you are accepting the conditions overleaf)

X Date X



TERMS & CONDITIONS OF ROOM HIRE

1. Room capacities, configurations and facilities are as per the Green Lane Centre website: www.greenlanecentre.co.uk. Prices may change at any time without prior warning, but also without effect on existing bookings.
2. In order to make a booking at Green Lane Centre please complete, sign and return the booking form.
3. Full payment of the booking is due at least 15 days in advance. An invoice will be sent upon confirmation of the booking.
4. Cancellation of room hire or catering, or reduction of catering numbers, must be made two weeks prior to the event in writing or by e-mail. If written notice is not received in time full payment will be required.
5. Acknowledgement of receipt of this booking form will be by e-mail unless post is requested.
6. Rooms must be completely vacated of people and objects by the end of the booked time slot. Please build this into your scheduling.
7. Everyone using Green Lane Centre facilities must undertake 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 the commencement of the room rental time slot. We also ask that you undertake to leave the premises in the same state of cleanliness and general order in which it was found. Charges will be made for any damage and breakages which may occur (reasonable wear and tear excepted).
8. The number of persons using the room hired must not exceed the maximum number stated on the booking form.
9. CMVA shall not be liable for any changes, cancellations, effect on your room hire, loss or damage suffered by anyone using Green Lane Centre or for any failure by CMVA to perform any of the respective obligations to you which is due to any event(s) or circumstance(s) beyond the reasonable control of CMVA (referred to as 'force majeure' in these conditions).

By way of example, force majeure includes fire, flood, exceptional weather conditions or damage of the property by any cause (other than negligence of CMVA) and all similar situations. In appropriate cases (for example where your booking has to be cancelled) CMVA will, however, refund you 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 CMVA.
11. CMVA shall have no liability for any personal injury or death. You must take all necessary steps to safeguard your personal property. No liability is accepted by CMVA in respect of damage to, or loss of, such personal property.
12. CMVA operates a strict equality and diversity policy (a copy of which is on display in reception and available upon request) by booking an event at the Green Lane Centre you agree to operate within this policy.