

HALESOWEN CULTURAL CENTRE

ROOM HIRE FORM



Please print this booking form, complete all relevant sections, sign and return the form to us by post to: Halesowen / Dudley Yemeni Community Association, Halesowen Cultural Centre, Highfield Lane, Halesowen, West Midlands B63 4SG. If you have any difficulty in completing the form, please contact us on 0121 585 1261.

CONTACT DETAILS	
Title	Mr/Mrs/Miss/Ms/Other (If other please specify)
First Name	
Surname	
Job title	
Organisation	
Organisation's address	
Town / City	
County	
Postcode	
I can be contacted on: (in completing these you are giving permission to be contacted about this service)	Landline No: _____ Mobile No: _____ (Preferred) Email: _____

FUNCTION DETAILS	
Title/Name of Function:	
Number of Delegates Attending:	
Start Date :	End Date if known:
Type of Hire: <i>(Regular , Casual , One Off)</i>	
Start Time:	End Time:
(Please tick the relevant option below)	

Conference Room: (Capacity - up to 60 delegates without tables) (32 delegates with tables)		IT Room: (capacity 8 computers to use) and (10 delegates with tables) (18 Delegates Without table.	
Room 2 (Classroom) (Capacity - up to 20 delegates without tables) (10 delegates with tables)		Room 4 (Classroom) (Capacity - up to 14 delegates without tables) (10 delegates with tables)	
Room 3 (Classroom) (Capacity - up to 10 delegates without tables) (6 delegates with tables)		Meeting Room (1 to 1) (Capacity - up to 4 delegates without tables) (3 delegates with tables)	
Extra Information/Comments:			

ROOM LAYOUT (Please tick the relevant option)			
Board Room Style:		Conference Style:	
Classroom Style:		Other (please state):	
Extra Information/Comments:			

EQUIPMENT			
<i>We have limited equipment – please contact us for availability</i>			
Laptop:		Digital Projector:	
Television & Video:		Overhead Projector (OHP):	
Screen:		Flipchart(s): (please state number) _____	

PAYMENT DETAILS			
Invoice address (if different from the address given earlier)			
Name:		Job title:	
Organisation name:			
Address:			
Town:	County:	Postcode	
Tel No:	Mobile No:	Email:	

Standard Terms of hire:

1. This document forms a contract between the Hirer and the Halesowen / Dudley Yemini Community Association (H/DYCA).
2. The Hirer should inspect the venue before and after the function, any faults should be pointed out and agreed to the condition, as any damage will be charged to the Hirer.
3. All confirmations must be confirmed in writing by using the booking form provided.
4. The full amount is due with 14 days of invoice date. Late payments will be charged an extra fee of 5% of total costs.

5. The Hirer will remove all their equipment at the end of the function and understands that every day the equipment remains at the H/DYCA, a sum of £100 will be charged. If the equipment has been hired out, then it is still the responsibility of the Hirer to ensure this is removed. Any costs will be charged to the Hirer.
6. Hirer must adhere to the Halesowen / Dudley Yemeni Community Association's Health and Safety policy.
7. Alcoholic drinks and Pork produce are not allowed on the premises.
8. The H/DYCA operates a no smoking policy in all its rooms.
9. The Hirer shall be responsible for the orderly conduct of any function and ensure that nothing shall be done which will constitute a breach of law or in any way cause a nuisance.
10. Rooms will be available 15 minutes prior to booking to make any preparations required. If more time is required, the Hirer must give the H/DYCA three days notice.
11. Hirer must not exceed the allocation limits.
12. Provisional bookings will only be held for three days.

Cancellation Policy:

Please carefully read this cancellation notice. By booking with the H/DYCA, you consent to accepting the cancellation policy and agree to be bound by its terms. This policy will be rigorously enforced.

In the event of a cancellation, which at all times should be received in writing, the hirer is liable to pay the following cancellation charges:-

- At least 21 days notice – No cancellation Charge.
- 8 to 20 days notice, 50% of the hire cost.
- 4 to 7 days notice – 75% of the Hire Charge.
- 3 days or less – 100%

PLEASE READ THE FULL TERMS AND CONDITIONS**Declaration****Data Protection Act 1998 - Declaration**

By completing this form, I give permission for my data to be held in Halesowen Cultural Centre (HCC) database/s and agree that the Centre may process personal data relating to me for administration and/or management purposes. HCC will not share any information with other parties.

By signing below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. I understand I am responsible for all charges not paid. I have read the terms and conditions and agree to them.

Signed		Date	
--------	--	------	--

If you require additional information, please contact Halesowen Cultural Centre on 0121 585 1261 or

Email: info@yca-halesowen.org.uk