

# Annexe Communities – Annexe Healthy Living Centre

## ROOM BOOKING FORM

Rooms Available: 9.00-5.00 Monday to Friday

Organisers Name:	
Organisation:	
Address: (For Invoices)	
Postcode:	
Telephone Number:	Mobile:
E Mail:	Purchase Order No:
Name of Event: (for signage)	Type of Event:
Room(s) Required:	
Day(s):	
Date(s):	
Block Required: am/pm <i>(please include your set up time and clearing up time)</i>	
Entry time:	Exit time:
<b>Specific Requirements:</b>	
Refreshments: If you require teas/coffees/biscuits @ £1.75 a head, write for how many people? _____ What time would you like tea/coffee served?	
<i>We can also supply a soup and sandwich lunch, please request a separate lunch booking form</i>	
<b><i>For Private Groups – Public Liability Ref No (if applicable):</i></b>	

I the undersigned have read and agree to all of the terms and conditions that apply to the rental of rooms in the Annexe Healthy Living Centre as laid out in the Hire Agreement.

Signature of Hirer: \_\_\_\_\_ Annexe Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

**BOOKINGS WILL ONLY BE ACCEPTED ONCE AVAILABILITY IS CONFIRMED AND BOOKING FORM IS RETURNED to [bookings@annexecommunities.org.uk](mailto:bookings@annexecommunities.org.uk) PLEASE NOTE NEW CUSTOMERS WILL BE REQUIRED TO PAY BOOKING COSTS IN ADVANCE**

## HIRE AGREEMENT

The following rules shall be binding on all parties hiring rooms and must be strictly adhered to:

1. Groups must respect times booked. Groups will be charged the total time used
2. The rooms must be left in a clean and tidy condition – the same condition it was presented
3. Rooms are available for hire on an annual basis. A new booking form is required for each new year
4. Payment of invoices for hire must be received by the date stated on the invoice; otherwise the hire of the room will automatically be withdrawn and a penalty of 8.5% added to the invoice
5. Any cancellation or postponement shall be liable to a cancellation fee amounting to
  - o 25% of charge if 7-14 days' notice is given, 50% for 2-6 days and 100% of charge if less than 48 hours' notice is given
  - o A £25 admin fee will be charged for bounced cheques
6. A 50% non-returnable deposit will be required to book a room
7. The preservation of proper order both inside and outside the building shall in all cases be the responsibility of the person hiring the rooms. The rooms shall not be used for any purpose other than that which it is stated in the booking form
8. All business of the hirer must take place within the designated rooms and not in corridors and the doors to all rooms will remain closed at all times. All doors, corridors and Emergency Exits must be kept clear of all obstructions at all times
9. The hirer must provide numbers of participants for the Fire Record Sheet and take responsibility for members in their group and relaying this information to the Centre Assistant in the event of a fire
10. **No posters or decorations shall be put on walls at any time**
11. The use of alcohol, incense, candles or naked flames, amplified music and drums is not allowed
12. All property belonging to hirer, flip chart, art materials, must be removed immediately after conclusion of the hire. Otherwise we will dispose of the property to make space for next hirer
13. Storage space is not available for groups hiring rooms
14. No electrical items can be plugged into our sockets without a valid PAT Certificate.
15. No dogs are allowed in the building except assistance dogs
16. No bicycles are allowed in the building – they can be locked up outside at the cycle racks provided.
17. Annexe Communities shall not be liable for any loss or damage to property or goods used or exhibited in the venues or left by hirers or persons attending thereat
18. Annexe Communities has public liability insurance, however hirers/groups leaders must have their own insurance for their own activity
19. The Manager reserves the right to refuse applicants the use of any facility
20. Annexe Communities reserves the right to add to, alter or cancel any of these conditions
21. Additional equipment available for your hire including flipchart, paper, pens, laptop, projector, hot water urns all for a small charge

**Should Annexe Communities fail to deliver the services requested we agree to recompense you. E.g. If access to your room is 10 mins late we will not charge the first hour hire.**

I agree that if I breach any of the terms and conditions outlined above I may be refused future hires.

Signature \_\_\_\_\_  
(Hirer)

Signature \_\_\_\_\_  
(Annexe)

Date \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to [bookings@annexecommunities.org.uk](mailto:bookings@annexecommunities.org.uk)