



BURTON LATIMER TOWN COUNCIL

BURTON LATIMER HAROLD MASON CENTRE ROOM BOOKING FORM

There are three rooms for hire. Each room has access to the refreshment making facilities (containing kettle/fridge/sink/crockery etc). Please indicate if and how you will be using it.

Name:	Maximum Capacity	Cost
Studio & Council Chamber	Each 60 people	£25 per hour
Office	Up to 6 people	£20 per hour

The charge for a Charity booking is 50% of the above (subject to approval – proof of charitable status will be required).

Please fill in the following details:

Registered Charity no. (if applicable)	
Contact Name	
Telephone number	
Address (for invoicing)	
E-mail address	
Room Required (see above)	
Title/description of activity	
Anticipated number of people	
Set-up requirements (please indicate number of tables, chairs, whiteboards etc). NB we cannot guarantee that the room layout will be exact, but we will try to ensure that the required furniture is in the room.	
Use of refreshment making facilities required Yes / No (please specify exact nature of use if Yes)	
Date(s) required: please indicate frequency if repeat booking eg weekly/monthly	
Time(s) - please note that set up and clear up times should be included in the timings indicated on the form. We allow 15 free either side of the booking time for setting up	

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PLEASE NOTE:

- Room hire is from a minimum of 1 hour.
- Room booking is payable in advance of the event.
- Rooms must be left clean and tidy after use, or you may be liable for a cleaning charge (this will be determined by the hourly rate charged by the cleaners).
- Whiteboard users must only use non-permanent markers that can be wiped off with a dry cloth. Cleaning of boards stained with permanent markers will incur a cleaning charge as above.
- If you bring furniture or equipment into the room or remove furniture from the room, please return it to where it came from at the end of the session, or a fine may be incurred.
- You will be liable to pay for any loss of or damage to furniture/equipment in the Harold Mason Centre that occurs at your event.
- You will be sent Fire and Safety procedures and generic Risk Assessments for the Harold Mason Centre with your booking confirmation. You will be required to confirm that you have read and will adhere to them. Please ensure that you have your own specific Risk Assessment for your group if it involves physical activity.
- At the start of each session you are required to inform the group of the Fire Regulations/Procedures and Risk Assessment.

I agree to the above terms:

Signature:

Print Name:

Print Group Name:

Date:

For Office use only:	
Booking confirmation sent	
Booking fully confirmed	
Room checked post event	
Invoice sent	
Invoice paid	