

# Function Room Booking Form 2012/2013

Organisation (If applicable)			
Contact name			
Address			
Email address			
Telephone no.	<b>Daytime</b>	<b>Evening</b>	
Purpose of function			
Dates Of Hire	___/___/___ ___/___/___ ___/___/___	___/___/___ ___/___/___ ___/___/___	___/___/___ ___/___/___ ___/___/___
Times (including, setting up & cleaning)	<b>Time From:</b>	<b>Time To:</b>	<b>Total Number of Hours:</b>
Number of people expected			

Please Tick Facilities Required:

OHP & Flip Chart	<input type="checkbox"/>	Hot water urn, cups and saucers	<input type="checkbox"/>
Slide Projector	<input type="checkbox"/>	Front Area (with Gazebo & Picnic Bench) <b>Additional £40.00</b>	<input type="checkbox"/>

Please sign and date on reverse...

### Office Use Only

<b>Total Cost of Hire</b>		Booking Fee:    £20        £27	Date Paid	
		Balance Due:	Date Paid	
<b>Security Deposit:</b>	£60.00            (Card / Cash)	<b>Date Received:</b>		
<b>Deposit Returned</b>	Yes / No	<b>Reason for Withholding:</b>	<b>Staff Initial:</b>	

# Terms and Conditions of Hire

## **Hiring Charges**

The booking is not confirmed until the hire fee has been paid.  
Bookings are accepted on an hourly basis with the charges of:

**£13.50/hr for Weekends, Evenings & School Holidays**  
**£10/hr Weekdays (Excluding School Holidays)**

Prices are exempt from VAT

Deposit to be paid by Cash or Credit card. Payment by cheque to be at the discretion of the BCA.  
Evenings from 5pm.

**Payment for the hire of the room must be in full before the use of the room.**

## **Booking fee**

A booking fee is required to confirm the booking of the Function Room, the fee will be deducted from the final bill. The booking fee is non-refundable. **The booking fee will cover the first 2 hours of hire.**

## **Security deposit**

A £60 refundable security deposit is payable in advance; this will be returned in full subject to the Function Room being left in a clean and tidy condition, no breakages having occurred. Anti-social behavior will also result in the loss of the deposit. If the hirer fails to secure the building or activates the burglar alarm the hirer will be liable for a £40.00 deduction to cover alarm reset costs. The hirer will also cover any additional damage that may not be covered by the security deposit.

## **Cancellation**

The booking fee will be refunded in full for cancellations made and received at least **28 days** in advance. A full refund will also be given if we have to cancel due to circumstances beyond our control. Cancellations must be in writing.

## **Codes**

For evening and weekend lettings, security codes will be made available to have access to the function room for the day of hire and can be collected at the Canal Centre during office hours.

## **Damage to the Premises or Equipment**

All losses or damages caused shall be the responsibility of the hirer. Costs will be deducted from the deposit and if such costs exceed the value of the deposit, the hirer remains liable to pay the full amount, which must be paid within seven days of hiring.

## **Catering Facilities**

The Canal Centre servery may be used for tea or coffee making purposes using the equipment and crockery provided. The hirer shall provide his or her own tea or coffee making supplies. The kitchen should be left in a clean and tidy state.

## **Cleaning**

It is the responsibility of the hirer to ensure that the room is left in a clean and tidy condition. All used table tops are to be cleaned, carpet hoovered and bin emptied. The Canal Authority will provide a vacuum cleaner, bin bags and a check list for the hirer; **a charge of £20.00 will be made for any necessary washing up and cleaning.**

## **Intoxicating Liquor & Smoking**

No intoxicating liquor may be brought on to or consumed on the Canal Centre premises unless approved by the Canal Authority. The Hirer shall not sell such Liquor on the Canal Centre Premises unless he has obtained all licenses for that purpose required by law. The Canal Centre premises are strictly no smoking.

## **Entertainment Licenses**

The Premises must not be used for music, dancing, singing or theatrical entertainments without the prior approval of the Canal Authority; if a license is required the hirer must obtain it.

## **Restriction of Access**

Hirers shall have access to the particular room or rooms or grounds let to them; in addition wherever possible they may at no additional charge have use of the WCs.

## **Time Limits**

No Letting shall occur beyond 10.30pm unless the Canal Authority permits later occupation.

## **Prohibitions**

The premises shall not be used for any purpose which is unlawful or which is capable of bringing the Canal Authority or any of its servants into disrepute. No preparations are to be applied to the flooring or the walls of the premises.

## **Power of Revocation & Reservation**

The Canal Authority reserves the right to amend or revoke these conditions without notice and any contract for the hire of the Canal Centre.

## **Disputes**

Any Dispute on the use of the Canal Centre facilities or equipment shall be referred to the Canal Director whose decision shall be final.

**I have read and agree with the terms listed above and enclose payment for the Booking fee.**

Signed.....Date.....

**Basingstoke Canal Centre, Mytchett Place Road, Mytchett, Surrey, GU16 6DD**  
**01252 370073, [info@basingstoke-canal.co.uk](mailto:info@basingstoke-canal.co.uk)**



Data Protection Act 1998 - The information you have provided will only be used to process your application and will not be passed to any other organisation. It will be kept seven years for administrative and audit purposes.