**Whiteinch Centre**

**Booking Form**

Thank you for your enquiry, please complete all areas of the form.

Name of group

Billing Address

Postcode

Contact Person

Telephone

Email

Nominated Security Person:



(Please note this person must have read the centre’s letting policy and fire evacuation procedure and be present for the full duration of the event).

Title of Event

Start Date of Event

 / /

Estimated Attendance

Booking Start Time

Event Start Time (if later)

Booking Finish Time

**Room/s Requested …**

Hall

Quarry Knowe

Inchlee

Medwyn

Inchlee & Medwyn Combined

Conference Suite

I.T suite

Art Room

Creche

**Recurrence: (please tick)**

One off event

Short-termbooking (fewer than 10 sessions)

Long term booking (10 + sessions)

Open-ended booking (no known end date)

End date of event

 / /

**These sessions will take place …**

Weekly

Fornightly

Monthly

Other

If other, please specify

**If you are requesting the hall, would you like any of the following …**

Banquet Style (round tables, 6-8 chairs each)

Theatre Style (rowed seating)

Fayre Style (stalls lining walls)

Space for dance floor

Stage (no. of people on stage \_ )

Projector

PA System

**If requesting another room …**

Boardroom Style (long tables and chairs)

Open Floor (chairs and tables cleared)

Circle (Ring of Chairs)

Other (please specify below)

**Other requirements …**

Laptop and projector

Smartboard (Medwyn, Quarry Knowe, IT Room)

Flipchart and markers

TV

**Catering**

****We are able to offer a bar service, if required. However, obtaining an alcohol licence requires a minimum of 6 weeks’ notice.

Tick here if you would like to obtain an alcohol license for your event.

**Terms and Conditions**

Centre users can only be admitted into rooms from the start time of their booking: setup requirements such as arranging chairs and tables, A/V equipment etc. is handled by our own staff, however groups with their own preparations, e.g. decorations may wish to adjust their booking’s start time. In the event of cleaners being called in to clean the building or should any damage occur as a result of your event, the organization or individual responsible for the booking will be liable for all costs incurred. Saturday evening bookings require a down payment of £50 with a completed booking form. The remaining balance must be paid in full at least 14 days in advance of the booked event: failure to pay in full by this date may result in cancellation of the booking and loss of this deposit. Cancellation of the event with fewer than 14 days’ notice may incur a cancellation fee. *Please note that bookings are not secure until confirmed by the Centre Administrator.*

**I have read the Whiteinch Centre’s letting policy, health & safety guidelines and fire evacuation procedure and agree to abide by the terms therein, including providing risk assessments where necessary.**

Signed:

Date:

 / /

**Please tick here if you would like to join the Whiteinch Centre Mailing List.**