

CCL02

Castle Cavendish Works
Dorking Road
NG7 5PN



BOOKING REQUEST FORM

We cannot guarantee availability & no booking is complete until confirmed by Castle Cavendish staff

Name: E-mail:

Company: Address:

.....

..... Postcode:

Tel: (.....)..... Fax:.....

Title of Event

Room Required:

Castle Suite (Training Room)		Cavendish Suite	
Orange / Teal Room (please specify)		Radford Room	

Note: Only the room booked will be available for use. If breakout facilities are required then additional rooms must be booked.

Number of people expected to attend: Date of Meeting:

Specify room layout, i.e.: Theatre style/Cabaret/Boardroom or other:

Time From: Time To:

Your Requirements:

Laptop (dependent on availability)		Flip Chart and paper	
Digital Projector*		Fruit Juice (number of cartons)	
Audio Speakers*		Open use of Vending Machine (hot drinks)	
Buffet Lunch (basic/tailored). Please ask for details.		Any special requirements	

*Please note: only the projector in the Castle Suite is compatible with HDMI which also has built-in sound.

I agree to the terms and conditions detailed overleaf

Signature Date

Print Name Purchase Order No.

Room bookings – Terms and Conditions

General

Castle Cavendish Works is owned by Castle Cavendish Foundation, a local charity. It is managed by Castle Cavendish Ltd (CCL), the trading arm of the charity.

Castle Cavendish Works premises are available from 7.15am to 7.30pm Monday to Friday, and can also open Sat-Sun if needed, however this may attract additional charges.

Breakaway meetings should not take place in our public areas i.e. reception waiting area. Rooms required for this purpose should be specified at the time of booking and noted on the booking form.

Requests for audio visual and electrical equipment should be made at the time of booking and requested on the booking form.

CCL provides internet access at Castle Cavendish Works and makes every effort to maintain connectivity but cannot be held responsible for failure of service.

CCL will not accept responsibility for loss of or damage to property brought onto the premises due to negligence, omission or fault of the Centre's staff or agents.

On confirmation of the booking the Hirer agrees to replace, or pay to the Centre the cost of making good any damage caused to the premises or equipment by the Hirer or their delegates, and in the case of equipment to cover the cost of a temporary hire agreement entered into for the period of repair or replacement of the damaged equipment. In addition to this, an administration fee of £25 will be incurred.

All property left on the premises is at the owner's risk and CCL accepts no liability for damage or loss.

The hirer is responsible for leaving the room(s) in a clean and tidy condition at the end of the hire period. Spillages resulting in the marking of floor coverings will incur a minimum charge of £25 to cover cleaning costs.

Meetings must not exceed the period of hire and, in any event, be finished in time for all attendees to vacate the building by **7.30 pm**.

Catering arranged directly by the client will incur a £25 administration and cleaning fee.

CCL do not guarantee that there will be on-site car parking facilities for event attendees.

Health and Safety

All attendees should sign in on entering the building and sign out on leaving the building.

All doors, exits and notices shall be left clear of obstructions.

If using own equipment this must have a valid electrical test label and will be liable to visual inspection. Facilities management has the right to disallow or forbid the use of any equipment believed to be unsafe.

Any breakages of equipment, chairs etc to be reported to our Reception staff or the security guard on duty at reception.

The Hirer or Facilitator should draw attendees' attention to the action to be taken in the event of a fire alarm as detailed in the room and in the Housekeeping notes provided.

In an emergency, all attendees should vacate the building as per written instructions and report to the Fire Warden on leaving the building.

All bookings must be made on an official booking form that will be sent to you when you have made your provisional booking. Bookings will be held until a signed form is received. If the room booking form is not received within 14 days the booking will be cancelled.

Payment & Cancellation Charges

An invoice will be issued following the hire of the room, which the hirer is required to pay within 30 days of receipt. Castle Cavendish Limited is VAT registered and VAT will therefore be charged where applicable.

In the event that a confirmed booking is cancelled, and a buffet had been booked by CCL on behalf of the client, CCL reserve the right to charge for the full cost of the buffet.

If a confirmed booking is cancelled the following charges will apply:
28 days or more notice prior to event: 25% of room hire charge
27-14 days notice prior to event: 50% of room hire charge
13-7 days notice prior to event: 75% of room hire charge
6 days or less notice prior to event: 100% of room hire charge

MEETING ROOM PRICES (All prices are net of VAT)

	Day Price	Half Day / Evening (max 4 hours)	Per hour	Length m	Breadth m	Area m2 approx	Approx capacity boardroom style	Approx capacity cabaret style
Castle Suite	£160.00	£100.00	n/a	11.80	5.80	68.5	26	36
Cavendish Suite	£120.00	£80.00	n/a	8.80	5.85	51.5	20	24
Radford Room	£60.00	£45.00	£15.00	3.22	4.62	14.85	10	n/a
Teal / Orange Room	£40.00	£30.00	£10.00	3.78	2.25	8.5	4	n/a

Note:

The Castle Suite is fully air conditioned and hire includes ceiling mounted digital projector & water cooler.

The Castle Suite & Cavendish Suite have a dedicated hot drinks vending machine in the room.

A communal water cooler & hot drinks vending machines are also available in the reception area.

Flip charts are available for all rooms on request.

Additional Charges (optional)

Buffet Lunch	Tailored to your requirements from £4.75 per head, please ask for details
Vending Machine (hot drinks)	70p per drink
Fruit Juice	£1.50 per 1L carton
Chilled cans	60p each
Biscuits	£3 per tray
Own catering	If you arrange delivery of your own buffet then there will be a £25.00 cleaning/admin fee
Photocopying/Printing	B&W 7p, Colour 25p.