

Meeting Room Booking Form

Name of main contact:

Phone:

Email:

Please read the terms and conditions on next page before completing this form.

Event Details

Event Date:

Event Start time*:

End time:

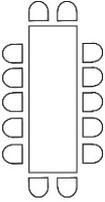
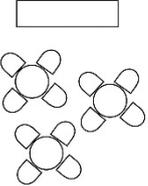
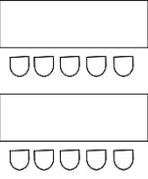
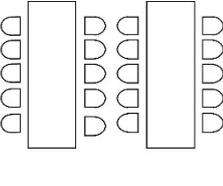
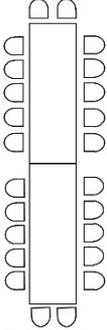
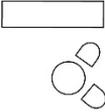
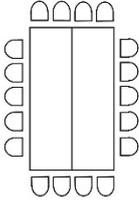
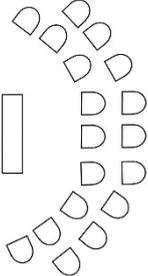
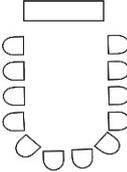
Number of delegates:

Number of Hours:

(over 4hrs will be charged at full day rate)

Room layout: *circle your option below*

*not including 1/2 hour set up time

 <p>Boardroom Up to 12 people</p>	 <p>Cabaret Up to 20 people</p>	 <p>Classroom A Up to 16 people</p>	 <p>Classroom B Up to 36 people</p>	 <p>Extended Boardroom Up to 20 people</p>
 <p>Interview For one-to-one</p>	 <p>Square Boardroom Up to 16 people</p>	 <p>Theatre Up to 30 people</p>	 <p>U Shape Up to 20 people</p>	

Additional services: *indicate in the table below*

Additional services required									
A4 Lined note paper or pad £1 pp	Blue or black biro £0.20 pp	Pencils with eraser £0.20 pp	B & W copying & printing £0.05 per side	Colour copying & printing £0.15 per side	To purchase: flipchart pad (20 sheets) £5	To hire: A1 Magic Whiteboard sheets – uses static to stick to walls, double sided £1 per sheet	To hire: flipchart or whiteboard pens £2 per pack	Buffet Lunch (detail on food form) £7.50pp	Biscuits & Beverages (detail on separate form) £1.50 pp

Invoice Details

Company:		Address:	
Contact Name:		Email:	
Phone:			

Terms & Conditions



1. Deposits, Payment and Cancellation

- a. A non-refundable and non-transferable deposit of 50% of the Room Price is payable on confirmation.
- b. Payment of the outstanding Room Price balance is due no less than 14 days before the event.
- c. Payment of all other pre-booked services is also due no less than 14 days before the event.
- d. Any additional services used during the day of the event must be paid with cash or card before leaving.
- e. Block/regular bookings: the same deposit, payment and cancellation terms apply for each event unless a credit agreement has been arranged. If this is the case, invoices should be paid within 30 days.
- f. Full cancellation: If you cancel your booking in its entirety, there will be the following charges:
12-6 weeks prior to the event: 25% of booking value* (*Room Price plus additional services)
6-4 weeks prior to the event: 50% of booking value*
4 weeks - 14 days prior to the event: 75% of booking value*
Less than 14 days prior to the event: 100 % of booking value*
- g. If you book with less than 14 days before the event, full payment is required, and no refund will be given.
- h. If we cancel at any time, due to circumstances out of our control, we will refund the full amount.
- i. Amendments: If you amend your booking in part less than 14 working days prior to the event, for example by increasing or reducing the number of guests beyond the price thresholds, there will be a £20 administration fee.
- j. All prices are exclusive of VAT

2. Final numbers

- a. To help us provide support, you should confirm final number of guests, seating layout, and services required, including buffet lunch, no less than 5 working days prior to the event.
- b. If the numbers are more than or less than those advised at the time of booking, we will endeavour to provide the service required. We will also charge according to fees mentioned in paragraph 1.

3. Conduct of the event

- a. Please be aware, the meeting room is located within a working office building and next to a working factory, and PYC ask you to respect this.
- b. You agree to begin and end the event at the times agreed. Should you overrun the "end time" with or without agreement, there will be an additional charge of £20.
- c. The office and the events which take place within it are subject to many statutory controls, in particular to health and hygiene, and fire protection. You and your guests must comply with reasonable requests, directions and instructions of PYC staff in relation to these.
- d. You are responsible for ensuring that you and your guests evacuate the building if the fire alarm sounds, and that they are aware of the fire exits and assembly point.
- e. If you wish to bring your own food or equipment (including electrical equipment), you must discuss this with us no less than 14 days prior to the event.
- f. Use of free WIFI. Access to the service is on a temporary basis for the duration of the event only. You must not misuse the service by knowingly introducing viruses or other material which is or may be malicious or technologically harmful. In the event of such a breach, your right to use our WIFI will cease immediately.

4. Liability

- a. If requesting a buffet-lunch/biscuits as part of the additional services, you are responsible for informing PYC of any food allergies or dietary requirements.
- b. If you provide lunch/biscuits for your guests, you are responsible for finding out food allergies or dietary requirements.
- c. PYC accept no liability for any breach of these terms and conditions above caused by events beyond our control. If any such event should occur, we will endeavour to make alternative arrangements, failing which we shall refund your deposit and fees.
- d. We will not be liable for any loss or damage caused by viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of the website or on any website linked to it.
- e. You are responsible for any damage caused by you or your guests to the premises, furniture or equipment.