



VICTORIA HOUSE CONFERENCE ROOM
BOOKING FORM

HIRING RATE: Outside Companies: £20.00 per hour, £60.00 morning or afternoon session
£100.00 all day

	Tenants of Victoria House or Viney Court:	£15.00 per hour, £50.00 morning or afternoon session £90.00 all day			
Name of Hirer:		Company Name:			
Address:					
Telephone No.		Email:			
Date of Booking:		Start Time:		Finish Time:	
Name of meeting / course (if applicable):				Number of Delegates:	
Any invoicing notes (Purchase orders, email address invoice should be sent to)					

Included in Hire Fee

Projector & Screen, Broadband, Flipchart, Tea, Coffee, Water (we do not supply milk)

CONDITIONS OF HIRE:

- To minimise administrative costs the booking will not be considered as firm until this form has been returned.
- It is the hirer(s) responsibility to familiarise themselves, and anyone attending their meeting with any Health & Safety precautions, drills and procedures, particularly what to do in the event of the fire alarm sounding. Full instructions are on the notice board in the meeting room.
- The Hirer is responsible for any damage caused to buildings, furnishings or equipment.
- Under no circumstances can anything be fixed to the walls or the blinds by any method whatsoever.
- All cancellations of meeting room bookings must give 48hrs notice
- Summerfield Developments has the right to terminate any function which in the view of the Management is detrimental to the goodwill of the organisation and to refuse entry or to evict any person who has caused or is in the opinion of the Management, likely to cause a nuisance, annoyance or disturbance to other users of Victoria House.
- PLEASE TICK THE BOX TO CONFIRM ☐ I/We agree to the above conditions:

Signed:..... Print:..... Date:.....

Please return this form to: propertymanagement@summerfield.co.uk