

Room Hire Booking Form

Income generated from venue hire is reinvested back into Roots and Shoots to support our charity.

Registered charity number 1064070/0



CONTACT AND BILLING INFORMATION

Name of Organisation		Contact Address	
Contact Name			
Contact Phone		Contact Email	
Billing Contact		Billing Address <i>(invoices only sent via email)</i>	
Billing Email		PO Number	
Live Day Main Contact <i>If different to above</i>		Live Day Main Contact Phone	

DATES AND TIMES

Date(s) required: <i>(dd/mm/yy)</i>					
Arrival Time:		Start Time:		Finish Time:	
Purpose of Booking:				No. attending	
PLEASE NOTE: Arrival time for normal hour bookings should be no earlier than 08:50 unless requested otherwise.					

ROOMS

Please indicate the room you would like to book and any equipment needed.
Room layout is the responsibility of the room hirer

Main Hall Minimum hire 4h <i>(Max capacity 60)</i>	<input type="checkbox"/>	Meadow Room (downstairs) Minimum hire 3h <i>(Max capacity 20)</i>	<input type="checkbox"/>	Garden Room (upstairs) Minimum hire 3h <i>(Max capacity 18)</i>	<input type="checkbox"/>	Natural Roots Building Minimum hire 4h <i>(Max capacity 35)</i>	<input type="checkbox"/>
Exclusive Hire - Available only during weekends and non-term times. <input type="checkbox"/>							

EQUIPMENT RESOURCES

Laptop £20 each	QTY	Extra cleaning for self-catering £30	<input type="checkbox"/>	Flip Chart Bundles £15 each <i>inc. pens, masking tape & paper</i>	QTY
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SPECIAL BOOKINGS / ADDITIONAL INFORMATION

If you require the use of our spaces beyond our meeting rooms or would like to provide further information about your booking, please provide as much information as possible below.

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REFRESHMENTS

Each price is per person, per serving – please list timings, numbers on next page

<input type="checkbox"/> Tea (inc. herbal) / Coffee - £1.50	<input type="checkbox"/> Tea / Coffee / Biscuits - £2.00	<input type="checkbox"/> Tea / Coffee / Pastries - £3.00	<input type="checkbox"/> Selection of fruit - £1.00	<input type="checkbox"/> Juices (only served with lunches) - 50p
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LUNCHES

Prepared on site and delivered to give you quality and fine cuisine! (Select one option for all attendees. Price is per person, per serving)

(V) Credit Crunch Lunch - £7.50 <i>Homemade bread / rice & Salad, Tea & Coffee</i>	QTY	(V) Deluxe Veggie - £10.50 <i>(with homemade bread/seasoned rice, salad, cake & fruit, tea & coffee)</i>	QTY

Signature Salads Bowls

A perfect side that will go well with your fine bites selection
£1 per person. Minimum order of 10. One salad selection for all attendees

Greek Salad	<input type="checkbox"/>	Garden Salad	<input type="checkbox"/>	Avocado Salad	<input type="checkbox"/>
Italian Summer Salad	<input type="checkbox"/>	Egg Salad	<input type="checkbox"/>	Mediterranean Grain Salad	<input type="checkbox"/>

Catering Information - **Must be completed**

Refreshment and lunch catering timings:

Dietary requirements:

Any other requests:

Please email completed booking forms to bookings@rootsandshoots.org.uk

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Thank you for choosing Roots and Shoots (“R&S”).

Your booking constitutes a formal agreement to hire venue facilities on these terms and conditions. The ‘hirer’ means the organisation/individual in whose name the booking is made. The hirer shall be jointly and severally liable for payment of the event. The ‘contract’ means the agreement between the R&S and hirer for a specific booking or series of bookings. These Terms and Conditions will form part of the contract, together with any other terms stated in the contract documentation.

All invoices to be paid 2 weeks prior to the live day of the booking.

Cancellation policy

A minimum of 2 weeks’ notice is required for cancellations, otherwise charges will be incurred:

14 to 8 days notice - 50% of total booking fee

7 to 1 days notice - 75% of total booking fee

Cancellation on the day booked - Full Charge.

Changes to the booking and catering options will not be allowed within 3 working days of the booking date.

Please read the terms and conditions (on a separate document).

By signing below you agree to the terms and conditions of hire and will accept responsibility in the event that they are breached.

Signature:

Date (dd/mm/yy):