



WORKSHOP/EVENT/THERAPY ROOM BOOKING FORM

| Event Details | | | | | |
|---|---------------------------------|-----------------------------------|--------------|-----------|--|
| Event Date: | | Start Time: | | End Time: | |
| Room Required: | Lynwood Room (max 40 people) | Jubilee Studio (max 60 people) | Therapy Room | | |
| Brief description of proposed use of room: | | | | | |
| Organiser details (billing contact information) | | | | | |
| Group/Organisation Name: | | | | | |
| Contact Name: | | | | | |
| Address: | | | | Postcode: | |
| Phone: | | | Mobile: | | |
| Email: | | | | | |

| If you have additional equipment requirements, please tick all that apply below with numbers (if known): | | | | |
|--|-------------------|--------------------|--|--|
| Tables | Extra-long tables | Chairs | Access to kitchen facilities | |
| No. required: | No. required: | No. required: | (Please speak to us about your specific wishes. In some cases, additional costs may apply) | |
| Yoga mats | Floor cushions | Exercise Equipment | Projector (£6 extra per session) | |

FOOD & BEVERAGE REQUIREMENTS

Please tick all that apply: (we will contact you to discuss further details and estimated catering prices)

| | | | | |
|--------|---------------|-------------|-----------------|---------------|
| Drinks | Breakfast Tea | Herbal Tea | Coffee | Hot chocolate |
| | Water (free) | Squash | Fresh Juice | Alcohol |
| Food | Hot buffet | Cold buffet | Sit down dinner | Snacks |

ANY SPECIFIC REQUIREMENTS NOT LISTED ABOVE (eg. Wheelchair/walking aids required, disabled parking)

ATTENDEE DETAILS

| | | |
|--------------------------------|--|---|
| Estimated No. of Attendees: | | Please submit final numbers 3 days prior to event (if possible) |
| Estimated Client Arrival Time: | | (prior to event start time) |

We allow 15 minutes set up time at the beginning of your booking, and 15 minutes clear down time at the end of your booking. Anything beyond those timings will need to be charged.

(Please see additional terms and conditions overleaf)

Conditions of Use:

1. The room(s) may not be used by any party other than the Hirer and solely for the event detailed overleaf.
2. The rooms used, any kitchen facilities/equipment utilized, and access ways must be left in a clean and tidy condition with all resources used put away after use.
3. Any damage caused to the room(s) or to any Kingsbridge Care Hub resources must be reported to the bookings manager Lindy Sinnott. The Hirer will make good any damage (not due to fair wear and tear) caused to the premises or to the furniture and resources by the Hirer and any persons in connection with the Hirer's booking.
4. Designated toilet facilities are available within Kingsbridge Care Hub.
5. The Hirer confirms they have read and will comply with health and safety and all other hiring agreement stipulations regarding its use of the Kingsbridge Care Hub premises.
6. The Hirer must ensure they sign in/out using the Meeting Sign in Sheet provided.
7. The Hirer is responsible for obtaining any necessary licenses or statutory consents if so required.
8. The Hirer confirms they have public liability insurance up to £5 million where:
 - i. The Hirer is a commercial/corporate, charitable, or political organisation; and/or
 - ii. The Hirer intends to hire the room or rooms on more than one occasion each month, and
 - iii. The Hirer shall have no claim against Kingsbridge Care Hub (Kingsbridge Age Concern) in respect of any losses, costs, damages, or liability arising as a result of its use of the rooms save to the extent any such exclusion is not permitted by law.
9. Disabled Parking is permitted and arranged via this booking form. No other parking is allowed on site in the mornings, as the car park is owned by Kingsbridge Town Council. Afternoon hirers may park in the Town Council car park after 1pm.
10. This Agreement is a contractual arrangement between the Hirer and Kingsbridge Care Hub and the parties acknowledge that nothing in this Agreement is intended to create a landlord and tenant relationship.

Standard Charges:

The 2 large rooms (Lynwood, maximum 40 people and Jubilee, maximum 60 people) are currently charged at £12 per hour, and the Therapy Room is charged at £8.50 per hour, all payable in advance. These prices are due to be reviewed in June 2023.

Payment Methods: Please discuss with the bookings manager.

Cancellation by Room Hirer

The following scale of charges will apply in the event of a cancellation by the hirer:

- 30 days or more - notice of cancellation - Full refund of booking fee
- Between 30 days and 8 days before hire - 50% refund of booking fee
- Between 7 days and 2 days before hire - 25% refund of booking fee
- 48 hours or less before hire - No refund of booking fee

Please note that in the first instance an alternative date will be offered.

Cancellation by Kingsbridge Care Hub

Kingsbridge Care Hub reserves the right to cancel the booking in the event of emergency or unexpected priority booking such as a requirement for election use and shall offer the Hirer a suitable alternative date or full refund.

Ideally, we need two weeks' advance notice for a booking. While we will do our best to accommodate bookings with a shorter notice, we cannot guarantee this. All bookings must be made with the bookings manager on:

Tel: 01548 856650 Email: hello@kingsbridgecare.org

Confirmation of your booking will be sent once availability has been confirmed and payment received.