

BOOKING REQUEST FORM

From 9.00 am to 5.00pm Monday to Friday

Tel: 07825 294346 or 07825 183569

E-mail: dallas@lets-connect.org.uk or karin@lets-connect.org.uk

We cannot guarantee availability.

Confirmation will be sent to all successful bookings.



Title of Event:	Date of Event:	Time from:	Time to:

Name:	Email:
Organisation:	Address:
Tel:	Postcode:

Space Required	Tick Box	Layout	Tick Box	Attendees
Whole Space		Theatre		
Stage & Screen Space		Cabaret		
Meeting Space		Boardroom		
		Other		

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

Specific Requirements	Tick Box	Specific Requirements	Tick Box
Laptop		Buffet lunch - please ask for details	
Digital projector		Fruit juice (number of cartons)	
Speakers		Hot drinks	
Flip chart and paper		Biscuits	

I agree to the Terms & Conditions detailed overleaf	
Signed:	Date:



Terms and Conditions

General

The Hub @ The Club is managed by Grassland Hasmoor Futures until 5pm, Monday – to Friday. Outside of these times, the space is managed by Hasland Club.

Breakaway meetings should not take place in our public areas i.e. reception 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.

Internet access at The Hub @ The Club is available and the WIFI Code will be made available. Every effort is made to maintain connectivity but we do not guarantee this will be without interruption.

We will not accept responsibility for loss or damage to property brought onto the premises due to negligence, omission or fault of the facility staff.

On confirmation of the booking the Hirer agrees to replace or pay 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 we shall accept 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.

The Hub @ The Club does not guarantee that there will be on-site car parking facilities for event attendees.

We agree to adhere to the relevant Health Guidelines produced by Government that are associated with the building.

Delivered by:



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.

The Hub @ The Club and Hasland Club have the right to disallow or forbid the use of any equipment believed to be unsafe.

Any breakages of equipment, chairs, tables etc. to be reported to our staff.

The Hirer 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 House-keeping 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.

Payment & Cancellation Charges

All provisional bookings will be confirmed upon completing this official booking form.

Bookings will be held until a signed form is received. If the room booking form not received within 14 days the booking will be cancelled.

An invoice will be issued following the hire of the room, which the Hirer is required to pay within 30 days of receipt. We reserve the right to levy an administration fee for any invoices that are not paid within the above terms.

In the event that a confirmed booking is cancelled, and a buffet had been booked on behalf of the client, we 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 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*

In association with



**Grassland Hasmoor Futures Ltd,
Hasland Club, Hampton Street, Chesterfield S410LH
Company Limited by Guarantee in England No: 12170310;
Charity Registration No: 1192538**