

# The Dudson Centre - Room Booking Form

## Booking Details

Date of Meeting					
Start Time		End Time			
No. of Delegates					
Use of the room					
Room(s) required	Layout required <i>(please tick)</i>				
	Board	Theatre	Semi Circle	Cabaret	Comments
Rose Price	max 25 <input type="checkbox"/>	max 60 <input type="checkbox"/>	max 35 <input type="checkbox"/>	max 36 <input type="checkbox"/>	
Jenny Manning	max 20 <input type="checkbox"/>	max 30 <input type="checkbox"/>	max 25 <input type="checkbox"/>	n/a	
Unit 32	max 12 <input type="checkbox"/>	n/a	max 12 <input type="checkbox"/>	n/a	
VA Meeting Room	8 <input type="checkbox"/>	n/a	n/a	n/a	
Equipment Required	OHP <input type="checkbox"/>		Internet Access <input type="checkbox"/>		PC/Laptop <input type="checkbox"/>
	Digital Projector <input type="checkbox"/>		Flip Chart <input type="checkbox"/>		Smart Board <input type="checkbox"/>
	TV <input type="checkbox"/>		DVD Player <input type="checkbox"/>		Video Player <input type="checkbox"/>
Other Requirements	Other (please specify)				

## Refreshments

Tea/Coffee	No. of People		Times Required	
Lunch Requirements	No. of People		Times Required	
	Details (please see available menu)			
Special Requirements				

## Organisation Details

Organisation				
Address				
Telephone		Other Tel/Mobile		
Fax				
Email				
Contact Name				
Organisation Type	Voluntary/Community <input type="checkbox"/>	Public Sector <input type="checkbox"/>	Private <input type="checkbox"/>	Dudson Tenant <input type="checkbox"/>

I am happy to be contacted again in the future about Dudson Centre conference services.

Please note completing this form, does not guarantee a booking, this will be confirmed subject to availability.

Please ensure that the person responsible for the meeting (if this is not yourself) is aware of the above arrangements and ask them to identify themselves to Reception on arrival. If you have any queries please do not hesitate to contact VAST on 01782 683030. **I hereby accept the terms and conditions overleaf.**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For office use only				
Room Booked by		Date		
Confirmation sent		Refreshments booked	Equipment Booked	
Cost agreed		Invoice date & no.		



VAST

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## TERMS AND CONDITIONS

### 1. Catering

- Hirers are not permitted to bring any food or drink onto the premises or arrange their own catering.

### 2. Access

- Dudson Centre is open at 8.30hours and closes at 21.30hours, Monday to Friday.
- Weekend bookings are available on request. Please contact VAST for a weekend tariff.
- Access will be permitted 15 minutes prior to commencement time unless earlier access has been agreed.

### 3. Bookings and Confirmation

- Full day bookings constitute 09.00 - 17.00 hours.
- Half day 09.00-12.30 or 1.30 -17.00 hours.
- Evenings 18.00 - 21.30 hours.
- It would be appreciated if you could vacate the room promptly so that it can be prepared for the next meeting failure to comply may lead to additional charges.
- All bookings must be on the official booking form which should be signed and returned. If VAST accepts the booking you will receive written confirmation.
- Telephone and email bookings are provisional only, and must be confirmed with a signed form at least 2 weeks prior to booking date.

### 4. Alterations

- Any changes to the booking must be notified to VAST in writing not less than 5 working days prior to the booking.

### 5. Expiration of the period of hiring

- At the end of the period of hiring the Hirer must leave the room in a clean and orderly state free of litter.

### 6. Payment

- Payment of room hire and catering charges is due on presentation of VAST's invoice. VAST reserves the right to require the payment in full or request a deposit beforehand.
- VAST reserves the right to make surcharge in addition to any balance which becomes due if it becomes apparent that a discount rate has been obtain through false pretences.

### 7. Cancellation

- Room Hire- Seven days notice is required, otherwise you will incur the room hire charge.
- Buffet-Over 48 hours notice-no charge; 24-48 hours notice- 50% charge; less than 24 hours noticefull charge.

### 8. Injury to persons and loss of property

- VAST will not be liable for the death or injury to any person attending the premises in connection with the booking or for any losses claims demands actions, proceedings damages costs or expenses or other liability, or accept responsibility or liability in respect of any damage to or any loss of any goods articles or property of any kind brought into or left at the premises by the hirer or any other person.

### 9. Health & Safety

- All visitors to the Dudson must observe VAST's fire and safety regulations as displayed.
- No lighting, heating, power or other electrical fittings or appliances are to be interfered with.
- The use of candles is prohibited.
- VAST operates a no-smoking policy, smoking is permitted in the courtyard.

### 10. Sub letting

- The benefit of the agreement is personal to the Hirer and may not be assigned or sub-hired.
- No part of the premises is to be used for an unlawful purpose or in any unlawful way.

### 11. Car Parking

- Unfortunately, there are no car parking facilities at the centre itself, but a map is showing the nearest public car parks is available on the VAST website.
- Please inform all those attending that the car park at the rear of the building is for tenants only and, as such, must not be used before 5.30pm.