



Room Booking Contract

at Besson Street Community Garden

Contract Terms and Conditions

Rate options:

Individual room by the session

A session is a 3 hour block in the morning, afternoon or evening.

Morning from 9am to 12 noon or part of.

Afternoon from 1pm to 4pm (or 2pm - 5pm) or part of.

Evening from 6pm - 9pm or part of.

Terms:

Confirmation of booking is required in writing preferably electronically.

Payment for the room hire and any additional equipment hire has to be paid in advance of using the room (minimum one week before the actual booking date).

Monday to Friday morning and afternoon costs:

£32 per session

Evening and weekend costs:

£40 per session

Additional costs:

Equipment hire - for an additional £15 a laptop and projector can be hired.

This equipment must be paid for in advance at the same time as the room booking.

We do not offer any catering services though use of the kitchen is permitted on the basis that all equipment used will be WASHED UP AND PUT AWAY after use.

All users are requested to bring along their own refreshments.

We require a minimum of 72 hours notice for cancellation anything less could result in forfeiting the hire costs.

These are room hire costs for not-for-profit community organisations.

The above costs do not apply to any commercial hire requirements.

Room booking Contract for Besson Street Community Garden

Name of Organisation:

Nature/business of organisation:

Address:

Post Code:

Contact telephone number(s):

Email address:

Day(s) and date(s) required:

How many rooms required:

How many people are you expecting:

Number of chairs required: Number of tables:

Projector required: Laptop required:

Total cost of room(s) hire:

Total cost of equipment hire:

Grand total:

Room and equipment hire has to be paid for in full a minimum of one week before the date of use.

We request a minimum of 72 hours notice to make a cancellation anything less could result forfeiting hire costs.

Rooms should be left in good order after use with all personal affects removed and taken away.

All kitchen equipment used must be washed up and put away after use.

Signed by person making the booking:

Signed by NXG Trust Staff:

Date: