

Facility Booking Form

Note: Conditions of use are on the reverse of this form and you are advised to read them carefully.

Please complete all sections using BLOCK capitals and return to CRUN at the address below.

Organisation Details

Name of Organisation: _____ Charity No: (if applicable): _____

Address: _____

Postcode: _____ Email: _____

Telephone Number: _____ Mobile: _____

Contact Person: _____ Position: _____

Rental Details

Facilities Required: (Please Tick) (A separate booking form is required for each booking) (all prices on request)

<input type="checkbox"/> Training Room 1 (ground floor)	<input type="checkbox"/> Conference Room
<input type="checkbox"/> Training Room 2 (first floor)	<input type="checkbox"/> Conference Foyer

Please note: Kitchen facilities are included in all Training Rooms

Date(s) Premises Required: _____

Time(s) From: _____ To: _____

Please provide a brief description of your activity (meeting, training, seminar etc.)

Equipment

Furniture/Seating (indicate quantities required):

Tables: _____ Chairs: _____

Please use the reverse of this form to detail how you would like the room laid out for your booking. Please note all training rooms have smart tv installed.

Catering

Please indicate your catering requirements (if any):

Please note that sandwich platters and hot food are only available to parties of 10 or more. For further information please contact CRUN on 028 7034 4934.

Service	Number of People	Date(s) and Time(s) required:
Tea/Coffee/Biscuits (£1 per person)		
Sandwich Platter (price on request)		
Sandwich Platter & Soup (price on request)		
Sandwich Platter & Hot Food Buffet (price on request)		

I/we accept the conditions of use as outlined on this form. I/we have retained a copy of this form including the condition of use for future reference.

Name of Responsible Person: _____

Signature: _____ Date: _____

For Office Use Only:

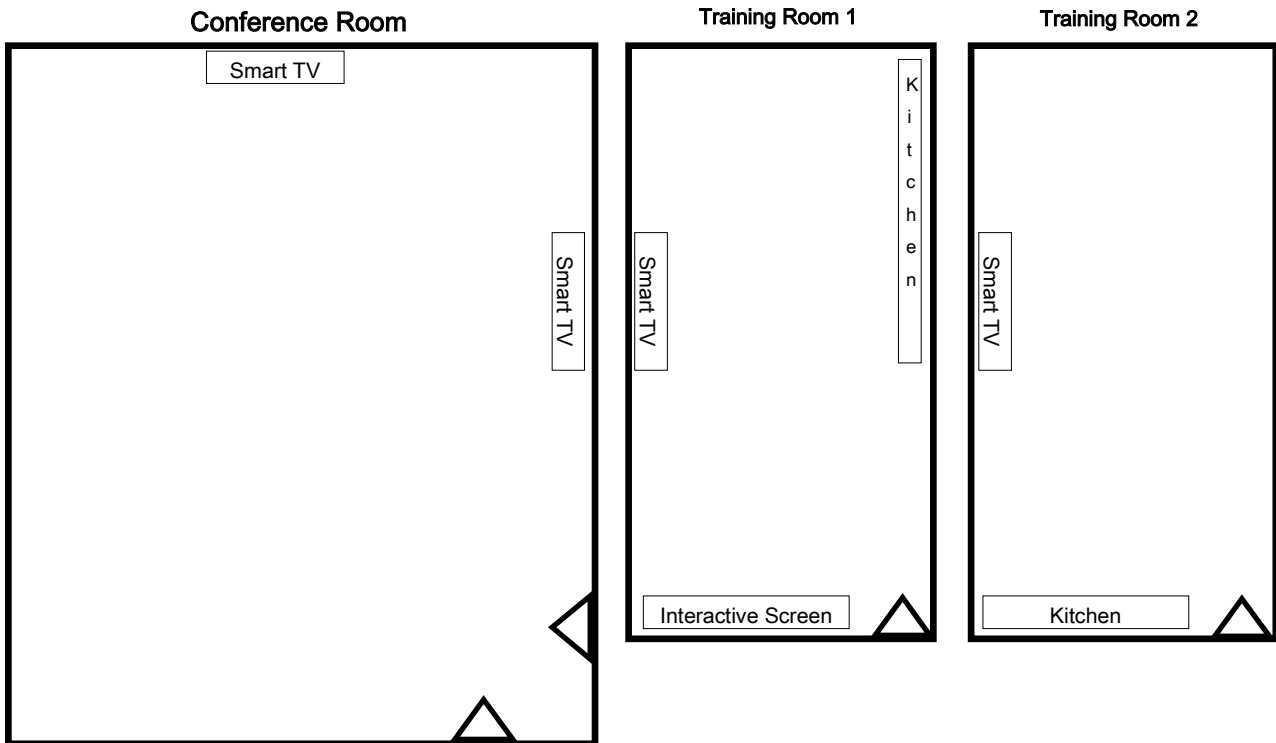
Date Received: _____

Approved by: _____

Diary updated on: _____

Room Layout

Please help us to provide you with a superior level of service by detailing on the relevant diagram below exactly how you would like the room set up for your booking (i.e. tables and chairs).



Causeway Rural & Urban Network - Conditions of Use

Subject to acceptance of the following conditions, use of the premises is granted unless notified otherwise. Read this section:

- (1) The person, association or organisation requesting use of the facilities must produce a copy of their own public liability insurance to cover the period of use. (NOTE: this is required by CRUN's insurers as CRUN may seek redress should any claim be necessary against the users of the facilities). Bookings are not confirmed until Facility Booking Form and a copy of insurance documentation is returned to CRUN.
- (2) Where persons under the age of 18 years are attending, the responsible person acknowledges that the requirements of the Protection of Children Act have been met and accepts liability under this Act.
- (3) Payment will be made in advance/within a week of event/monthly or by invoice. (Please delete as appropriate).
- (4) The responsible person named shall be in attendance at all times and shall be accountable for the conduct and safety of those present.
- (5) The times and dates stated **must not** be exceeded except by agreement with the Manager of CRUN.
- (6) All signs and notices displayed on the premises must be observed.
- (7) CRUN shall not be liable for any personal injury however caused during the period of use except that for which it is legally liable.
- (8) CRUN shall not be liable for any damage however caused to personal or other property including vehicles not belonging to CRUN.
- (9) The person named as the responsible person shall reimburse CRUN for any damage caused to any of CRUN's property, fixtures, fittings, equipment or other assets or chattels.
- (10) CRUN shall levy a cancellation fee of 50% should the person, association or organisation requesting use of the facilities for any reason cancel their booking within one week of the booking date. If the booking is cancelled within 3 days of the booking date. If the booking is cancelled within 3 days of the booking date, CRUN shall levy a cancellation fee of 75%. If the booking is cancelled on the day of the booking, or no notice is given the full cost of the booking will be payable.
- (11) There is an additional charge for the provision of tea, coffee, biscuits and other sundries.
- (12) Should any of the above facilities not be made available a full or partial refund of any money paid will be made. No other compensation will be payable.
- (13) In the event of any dispute concerning these conditions the decision of the Board of Directors of CRUN shall be final.