

Room Bookings

Terms and Conditions

How to Book

1. It is possible to provisionally book a room. To make a provisional booking, please call 01429 837572 or email to w.rainingbase100@durhamlea.org.uk.

2. To make a booking (or to confirm a provisional booking) the Training Room Booking Form must be completed and returned, contact details:

Booking Team, Wingate Children's Centre, Training & Research Base, Partridge Terrace, Wingate, County Durham, TS28 5BD, tel 01429 837572, fax 01429 838206.

3. A booking form can be obtained via email on request or downloaded from www.wingatechildrenscentre.com.

4. Please ensure you have read, understood and accepted the Conditions of Booking before you submit a booking. By placing a booking you will be deemed to have read, understood and accepted them.

5. A signed Training Room Booking Form will constitute a contract with Wingate Children's Centre, Training and Research Base and the Hirer has agreed to the Terms and Conditions associated with a Room Booking.

Use of Facilities

6. The booking fee includes the hire of the room for the period stipulated on the booking form along with computer and AV Equipment.

7. Set up and pack up time must be included in the booking.

8. The room, furniture and equipment must be left in the same condition as found on arrival.

9. The Hirer is responsible for any damages to the building, furniture and equipment and a claim for repair or replacement will be made by Wingate Children's Centre.

10. No smoking on school premises at any time.

Cancellations

11. Bookings must be cancelled in writing by post or email.

12. Our cancellation policy is as follows:

Bookings can be cancelled without charge up until 14 days prior to the event. Beyond this time scale, the full price will be charged for room hire and refreshments per heads.

13. Lunch can be supplied and needs to be agreed between the client and the Training & Research Base at the time of booking.

14. Numbers for lunch can be amended up until 48 hours before the event. Other than this you will be charged in full for the original number of people submitted at the time of booking.

Payment

15. Payment for the Hire of the room will have to be paid via invoice. If you have an official purchase order number please include this on the booking form. Invoice must be settled within 30 days from receipt of invoice.

Parking

16. There is very limited car parking on site. Hirers should inform and pass parking passes supplied by Wingate Children's Centre, to people attending the event and instruct them to park their cars at Wellfield Comprehensive School and walk across the road to the Centre.

17. All vehicles in car park, equipment and personal property brought in to the Centre do so at the owners risk. No responsibility for safeguarding of such items can be taken by school staff or the governing body.

Indemnity

18. The County is insured only in respect of its own liabilities to third parties. Please make sure you are insured for injuries to your members of staff and others and for theft or damage to your own and County property.

Room Hire Booking Form

Organisation: _____

Name: _____

Date: _____

Start Time: _____

Finish Time: _____

Number of People: _____

Telephone: _____

Email: _____

Refreshment Breaks

Refreshment Options	Yes/No	Notes
On Arrival: Tea & Coffee		
Mid Morning: Tea & Coffee & Biscuit/Cake/Pastries		
Mid Afternoon: Tea & Coffee & Biscuit/Cake		
Lunch (Buffet & Soup) or (Soup & Bread)		
All Day Refreshments – Inc. all of the above		

Lunch required at: _____

Dietary Requirements:
(i.e. vegetarian, food intolerance)

IT Equipment Required:
(Please specify)

Agreed to Terms & Conditions: _____ (signature)

T&C on the reverse of this booking form _____/_____/_____ (date)

Invoice Details

Name:	Tel:
Organisation:	Email:
Address:	
Purchase Order No:	Postcode: