

ROOM HIRE BOOKING FORM/AGREEMENT

Contact Name:

Organisation:

Address:

Telephone:

Email:

Facebook and Instagram links

EVENT DETAILS

Event Date:

Event Description

Event name:

No. of attendees:

Start Time: Finish Time:

PROMOTION

We are very happy to promote your sessions alongside other events taking place at this location. Please provide us with all details together with images for social media (emailed to shorelinepartners1@gmail.com) well in advance (at least three week prior to the event). Briefly describe where you will be promoting the event to avoid duplicate postings.

I would like you to promote my event. Yes/no

I have sent information and images to your email. Yes/no

HEALTH AND SAFETY

It is important that you make us aware of any Health and Safety issues. Can you confirm the following:

I have undertaken an appropriate risk assessment for my booking Yes/no

I will undertake an appropriate safety briefing for all attendees Yes/no

REFRESHMENTS

Jugs of water will be available throughout your session.

There is a small kitchenette available to make tea and coffee, you will need to supply all consumables but there is crockery available.

We have arrangements with local businesses to supply refreshments at reduced prices, please indicate below if you wish us to obtain costs for you. Please contact us with details if this is required.

Payment must be made in full when booking. Confirmation of booking will be provided on receipt of payment.

Refunds will be given if bookings are cancelled with a minimum of one week's notice, otherwise payment is due for the booking.

Space must be left clean and tidy and ready for the next occupant.

We are happy to take bookings and course fees for you (during the Westgate Galleria opening hours), these attract a 10% admin charge. Payments will be made to you on the day of the course or the next working day via direct bank transfer (please provide account name, sort code and account number. If you are using other methods of booking and paying please include booking arrangements clearly on your promotional material.

I would/would not like you to process bookings on my behalf. (Please delete as appropriate)

Signed:

Date:

Please return to Shoreline Partners, Westgate Galleria, 29 Station Road, Westgate-on-Sea, CT8 8RB or shorelinepartners1@gmail.com.

For Shoreline Partners use only
Bookings taken by Shoreline Partners (Westgate Galleria)

Date:	Name	Tele. No.	Amount Paid	Payment Type

Total course fees taken: £
Less commission at 10% £
Amount paid to Course Convenor £