

# Shoreline

The home of Margate Made  
Westgate Galleria and  
The Eclectic Art Gallery Margate

## ROOM HIRE BOOKING FORM

Convenor's Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Social Media Accounts (Facebook, Instagram, YouTube, TikTok, etc)

### EVENT DETAILS

Event Date: \_\_\_\_\_ No. of expected Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Duration (hours): \_\_\_\_\_

Names of person(s) leading the event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

### PROMOTION

Please let us know how and when you will be promoting your event. We are happy to help promote it alongside other events taking place at this location. Please indicate below if you wish us to do this. There is no extra charge. We can use our social media channels, our website, our email lists, our noticeboard and our gallery windows, as appropriate. Please provide us with as much detail as possible together with images and any branding rules (emailed to [shorelinepartners1@gmail.com](mailto:shorelinepartners1@gmail.com)) well in advance (at least three weeks prior to the event).

- I would like you to promote my event. Yes/No
- I have emailed you information and images 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. We have a small kitchenette for you to make hot drinks. You will need to supply tea, coffee, milk, etc. We supply crockery (mugs and glasses). We have arrangements with local businesses to supply refreshments and catering at reduced prices. Please contact us with details in advance if this is required so that we can obtain and supply a quote for you.

Continue overleaf

**BOOKING PROCESS**

Our standard hire fees assume that you are handling all bookings and taking payments from attendees. However we are very happy to handle these processes for you. A 10% admin charge will apply if you wish to use this service (please indicate below). We are able to take bookings and payments (cash and card) in Westgate Galleria during its opening hours (10am to 5pm, Mondays to Saturdays), and also online (24/7). We will keep track of booking numbers, and keep you informed by an agreed date. We will transfer the payments we have taken to you (less our 10%) on the day of your session or the next working day, via direct bank transfer. Please provide an account name, sort code and account number below. Please keep us informed if you are also taking bookings direct, to ensure that your course does not get over-booked.

- **I would like you to process bookings and payments on my behalf.** **Yes/No**

My Bank details are:

Account Name \_\_\_\_\_

Sort Code \_\_\_\_\_

Account Number: \_\_\_\_\_

**TERMS**

- Hire fees must be paid in full when booking. Our current rates are published on our website. Confirmation of your booking will be provided by us on receipt of your hire fee.
- Refunds will be given if bookings are cancelled with a minimum of one week's notice, otherwise payment is due for the booking.
- Hired space must be left clean and tidy and ready for its next occupant. You may have fifteen minutes before your session for set up and the same at the end of your session (free of charge).
- If you are not using our admin service please include details of your booking and payment arrangements clearly on your promotional materials and notify them to us so that we can handle any enquiries we receive direct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Shoreline Partners, Westgate Galleria, 29 Station Road, Westgate-on-Sea, CT88RB, shorelinepartners1@gmail.com**

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

Date:	Name	Contact Details	Amount Paid	Payment Type

Total course fees taken: £

Less admin charge at 10%: £

Amount paid to Convenor: £