



# Room Booking Contract

## 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 - 12 noon (or part thereof)
- Afternoon from 1pm - 4pm or 2pm - 5pm (or part thereof)
- Evening from 6pm - 9pm (or part thereof)

#### Terms:

Confirmation of booking is required in writing, preferably electronically, to [info@bessonstreet.org.uk](mailto:info@bessonstreet.org.uk). Payment for room hire and any additional equipment hire must be paid in advance (minimum 7 days before event date).

#### Costs:

- Monday to Friday, morning or afternoon: £32 per session
- Evening and weekend: £40 per session
- Equipment hire: Additional £15 for laptop and projector. (Payment for equipment must be made in advance.)

We do not offer 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 their own refreshments.

We require a minimum of 72 hours notice for cancellation. Notice of less than 72 hours may result in hire costs being forfeited. These are room hire costs for not-for-profit community organisations only and do not apply to commercial hire requirements.

# Room Booking Contract

## Besson Street Community Garden

Name of organisation:	
Nature/business of organisation:	
Address and postcode:	
Contact telephone number(s):	
Email address:	
Day(s) and date(s) requested:	
Number of rooms required:	
Number of attendees expected:	
Number of chairs required:	
Number of tables:	
Projector required <input type="checkbox"/> Laptop required <input type="checkbox"/>	
<b>Total cost of room(s) hire:</b>	
Total cost of equipment hire:	
Grand total:	

By signing this form you agree to the terms and conditions of hire in this contract. Fees for room and equipment hire must be paid for in full at least 7 days before date of use. Minimum of 72 hours notice for cancellations. Notice of less than 72 hours may result in hire costs being forfeited. Rooms should be left in good order after use with all personal effects taken away. **All kitchen equipment used must be washed up and put away after use.**

Signed by person making the booking:	
Date:	
Signed on behalf of Besson Street Trust:	
Date:	