

# Space Hire Booking Form

Thank you for choosing Forum@PQ for your event. To request a quote or make a booking, please complete this form. An asterisk (\*) denotes a mandatory field and enquiries may be delayed if this information is not provided.

Once availability is confirmed and a completed booking form is received, an invoice will be sent to the e-mail address provided. Bookings are confirmed on receipt of payment.

If you require any further information or need to make amendments, please contact Forum on 01482 499030 or email [pq@nbforum.org.uk](mailto:pq@nbforum.org.uk)

## Your Room Requirements

*Room type:	Small Meeting Room (2-4 people)	<input type="checkbox"/>
	Standard Meeting Room (4-8 people)	<input type="checkbox"/>
	Half Room (Up to 25 people)	<input type="checkbox"/>
	Full Room (Up to 50 people)	<input type="checkbox"/>

For half or full room bookings, please select your chosen layout.

**Classroom**

**Boardroom**

**U-Shape**

**Theatre**  
*(chairs only)*

**Other:**  
*(please specify)*

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## About Your Event

*Event Name	<input type="text"/>		
*Date(s):	<input type="text"/>	*No. of Attendees	<input type="text"/>
*Arrival Time:	<input type="text"/>	*Start Time:	<input type="text"/>
*Finish Time:	<input type="text"/>	*Departure:	<input type="text"/>

## Any Further Requirements

Flipchart:	<input type="checkbox"/>	Other: <i>(please specify)</i>	<input type="text"/>
Refreshments:	<input type="checkbox"/>		
Audio / Visual display:	<input type="checkbox"/>		

## Hire Costs

	Member	Non-Member
Hourly	£10	£15
Half Day	£40	£50
Full Day	£75	£100

Members of Forum can book 2 free hours meeting space per month subject to availability — please contact Forum for further details.

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## About You

\*Organisation / Business Name

\*Your Address:

Invoice Address:

(if different)

\*Postcode:

Postcode

\*Contact Name:

\*Email Address:

\*Telephone:

Mobile:

\*Is your organisation / business a Forum member?

Yes:

No:

## Your Signature

By signing this form, I confirm I am authorised to sign on behalf of the organisation named above, agree to Forum's terms and conditions and will pay the amount agreed for using its facilities.

By signing this form, I confirm I have read and understand the Operations Manual and agree to adhere to the conditions of use outlined in this document.

I understand that the above information will be stored securely in accordance with the data protection law and processed in line with Forum's privacy policy.

\*Signature:

\*Date:

\*Print:

*For office use only:*

Agreed hire rate:

Amount paid:

Date paid:

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**Please read the following terms and conditions.  
Carefully and sign to confirm your acceptance.**

1. Member prices are for Forum CIO member organisations. Please contact Amy Hallett, amy@nbforum.org.uk if you wish to confirm or discuss membership.
  2. You confirm that you have all the necessary policies, procedures and insurance in place for each activity that you have hired the space for. You accept, and any time Forum CIO can request copies of these and acknowledge that your booking may be cancelled if these cannot be made available.
  3. In order to complete your booking you are required to return a signed booking form to: Forum CIO, Ground Floor Office, Lowgate House, Lowgate, Hull, HU1 1EL or email a scanned copy to pq@nbforum.org.uk. Any queries, call reception on 01482 499030.
  4. You agree not to exceed the maximum room capacity.
  5. Unless otherwise agreed, payment must be made in full no later than two weeks prior to your booking.
  6. You agree, as the lead contact, to ensure that your event co-ordinator(s) or trainer(s) will be responsible for all attendees during the booking and will complete an attendance register. In the event of a fire alarm please ensure this register is made available to Forum staff at the fire assembly point.
  7. You agree cancellations of room hire must be advised as soon as possible prior to the event.
  8. You accept that the room and furniture must be vacated of people and objects at the end of the booked time slot. Please allow for this in your scheduling.
  9. If bookings are cancelled within 7 days of the booked session Forum CIO reserve the right to retain 50% of the hire cost.
  10. You agree that those who attend your booking will endeavour to keep the premises, all furniture, fixtures, fittings and effects in or on the premises, in the same state of repair and condition as at commencement of the booking. You accept charges will be made for any damage and breakages which may occur except for reasonable wear-and-tear.
  11. You agree that Forum will have no liability for any personal injury or death. You agree to put in place appropriate policies and insurances that relate to your booking eg. child protection, public liability.
  12. You agree to put in place all necessary steps and insurance to safeguard your personal property. No liability is accepted by Forum in respect of damage to, or loss of personal property.
- All leftover food, drink or equipment you own should be taken away at the end of the session. If not, you agree Forum may dispose of items.