**Diamond House Training Suite**

**Booking Confirmation and Contract**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Company / Organisation name** | | |  | | | | |
| **Company / Organisation address** | | |  | | | | |
| **Postcode** | | |  | | | | |
| **Registered charity number if applicable** | | |  | | | | |
| **Name of responsible person on the day** | | |  | | | | |
| **Contact number for use on the day** | | |  | | | | |
| **Date(s) and days of hire** | | |  | | | | |
| **Booking time if 1 hour hire or select below** | | | | |  | | |
| **Morning (9.00am – 12.30pm)** |  | **Afternoon (1.00pm – 4.30pm)** | |  | | **Full day (9.00am –4.30pm)** |  |
| **Expected number of delegates** | | |  | | | | |
| **Type of function** | | |  | | | | |
| **Please tell us if you have any access requirements** | | |  | | | | |
| **Do you wish to hire the projector?**  (Additional £5.00 charge) | | |  | | | | |

|  |  |
| --- | --- |
| **Invoice address and postcode** |  |
| **For the attention of** |  |
| **Email address** |  |
| **Purchase order number** |  |
| **Name of person making the booking** |  |
| **Email address** |  |
| **Contact phone number** |  |

**Conditions of Hire**

* The cost of hire covers the use of the training room, meeting/ breakout room and kitchen & adjacent welfare facilities.
* Cost of hire also covers basic refreshments (excluding milk), use of flipchart pads and pens. Please note there is no wifi so please make alternative arrangements (ie. memory stick) in advance.
* Booking fees must be paid in advance of the date of the booking.
* The hirer is responsible for ensuring the health and safety of those using the facilities for the duration of the booking.
* The hirer is responsible for damage or any breakages that may happen during the period of hire.
* The hirer is responsible for leaving all the rooms in a tidy and clean state (a charge may be made if rooms are left in an unacceptable state).
* The hirer must have read and follow the “Notes to the Hirer” and follow these.
* Peter Colby Commercial Ltd nor Momentum (Norfolk) will not accept any responsibility for damage to vehicles whilst parked at the site.
* Diamond House is not licensed premises and therefore alcohol must not be consumed anywhere in the building.
* Smoking is only permitted outside of the building.
* Any electrical equipment bought into the building must have been PAT tested within the last 12 months and please ensure any I.T. and electrical equipment are compatible prior to your event.

**Payment and charges**

Payment can be made by cheque or via BACS to Momentum (Norfolk) using the following bank account details:

Unity Trust Bank

Sort Code: 60-83-01

Account Number: 20365893

Please quote the invoice number as the reference on any BACS payment or on the back of the cheque, or booking name and date of hire if invoice number is not known. **Card and cash payments cannot be accepted.**

|  |  |  |
| --- | --- | --- |
| **Booking period** | **Tenants/ Momentum members** | **Others** |
| Hourly charge (for a maximum of 1½ hours only): | £15 per hour | £20 per hour |
| Half day (either morning or afternoon): | £45 | £60 |
| Full day | £75 | £100 |

Cancellation Charges

* *0-7 days before the hire date; 90% of agreed charges*
* *7-30 days before the hire date; 50% of agreed charges*
* *Providing over 30 days’ notice is given of any cancellation, no charges will be invoiced.*

***Contract***

I wish to apply to hire the Diamond House Meeting Room and I have read, and agree to, the conditions of hire.

**Name**:…………………………………………………………………………………………………………

**Signed**…………………………………………………… **Date**……………………………………………