



Room Booking Form

Email completed form to: yafacharityorganisation@hotmail.com

Start / End dates of hire:			
Start / End times of hire*:			
Frequency of Hire:	One Off Monthly	Weekly	
Purpose of Hire:			
Agreed cost:	£	per hour	
Hirer's Name:			
Hirer's Address:			
Invoicing Address:			
E-mail:			
Postcode:		Phone:	

*Please note that your hire times must include any set up / take down time that you require.

Room Required:

- Training room 1
 Training room 2
 Training room 3
 Training room 4
 Main Hall

Are you a Registered Charity or community group?	Yes/ No
What is your Charity Registration No?	

Please indicate how many people you expect to attend?	
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DECLARATION:

By signing this application, I agree to comply with the Terms and Conditions of Hire overleaf. I understand and agree that room hire costs are paid for prior to the hire taking place.

Name	
Signed	
Date	

OFFICE USE ONLY:

Date booking confirmed	Staff member accepting booking	Date confirmation emailed to client

Terms and Conditions

All applications for hire of the facilities must be made on an official application form. Any booking cancelled within 28 days of the hire date is subject to cancellation charges—see below.

The receipt of an application form for hire of facilities does not constitute an acceptance of the application. The room shall not be deemed to be hired until the applicant has received confirmation in writing from YAFA.

All bookings made in respect of the facilities are subject to the times stated on the booking form. Hirers must ensure that the room is cleared at the appropriate time. Entry to the facilities will be from the time specified on the application form. Additional time will be charged after the event, if necessary.

All groups/organisations using facilities shall state the purpose for which they are engaged and shall not alter the purpose for which they are engaged without prior notification to YAFA. If the room, or any part thereof, is used for purposes different from that for which they are engaged YAFA reserves the right to terminate the booking at any time without being liable to the hirer for costs incurred by the group/organisation.

All applications must state the specific areas of facilities within the facility required for let. No other areas of the facility will be available as part of the let.

All hirers must set the room up themselves and leave the room as they found it. All hirers must clean away any rubbish before they leave. A £150 cleaning bond is required for all bookings.

All room hire costs are paid for prior to the hire taking place.

Cancellation of Bookings

Late cancellations cost us a great deal in terms of lost revenue. In order to help you plan your event and help us keep costs at our usual low rates, we are now issuing the following guidelines for the cancellation of bookings:

Client notification period	
At least 28 days notice	No charge
21 – 28 days notice	25% of total charge
14 – 21 days notice	50% of total charge
7 – 14 days notice	75% of total charge
Less than 7 days notice	100% of total charge

Meeting/Activity Rooms for hire

<u>Venue</u>	<u>Price</u>	<u>Capacity</u>
Training Room 1	£15.00 per hour	15
Training Room 2	£15.00 per hour	15
Training Room 3	£15.00 per hour	10
Training Room 4	£15.00 per hour	10
Main Hall (Sunday to Friday)	£25.00 per hour	50
Main Hall (Saturday)	£350.00 Full day	50

(Prices are subject to change)