

**SALISBURY HOUSE ARTS CENTRE  
ROOM BOOKING FORM**

**Thank you for choosing the Salisbury House Arts Centre for your  
event**

Please complete all sections

<b>NAME OF ORGANISATION AND DEPARTMENT</b>	
<b>NAME OF PERSON MAKING THE BOOKING</b>	
<b>POSITION WITHIN ORGANISATION</b>	
<b>ADDRESS FOR CORRESPONDENCE</b>	
<b>CONTACT TELEPHONE – DAYTIME</b>	
<b>CONTACT TELEPHONE – MOBILE</b>	
<b>CONTACT EMAIL ADDRESS</b>	
<b>DETAILS OF WHO INVOICES SHOULD BE SENT TO IF DIFFERENT FROM ABOVE</b>	
<b>COST CODE (London Borough of Enfield bookings only)</b>	

<b>FULL TITLE OF COURSE</b>	
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DATE	TIME IN	EVENT TIME	TIME OUT	ROOM REQUIRED	NO. OF PERSONS ATTENDING

**Note:** Please allow enough time for course leaders, speakers or instructors to set up prior to your event starting. You will have access to your room at the times specified on this form only.

EQUIPMENT & STAFF	COST (PER UNIT)	QUANTITY REQUIRED	DATE'S	TIME
Data Projector, Laptop, Screen & Audio	£126 - (Full Day) £76 - (Half Day)			
Flipchart Pads & Pens	£27 Per Flipchart			
CATERING	COST	QUANTITY REQUIRED	DATE'S	TIME
Tea/Coffee	£1.95 Per Person			
Biscuits	98p Per Person			
Still Mineral Water	£2.90 Per 750ml bottle			
Sparkling Water	£2.90 Per 750ml Bottle			
Apple/Orange Juice	£2.95 Per Litre			
<b>Menu 1</b> A selection of seasonal sandwiches/wraps made on white and brown bread and fresh fruit skewers	£8 - Per Person			
<b>Menu 2</b> A selection of seasonal sandwiches/wraps made on white and brown bread, four finger foods with meat, fish and vegetarian options and fresh fruit skewers	£11 - Per Person			
<b>Menu 3</b> A selection of seasonal sandwiches/wraps made on white and brown bread, seven finger foods with meat, fish and vegetarian options and fresh fruit skewers.	£14 - Per Person			

**SPECIAL REQUESTS (Please specify any additional details, including any dietary requirements or any other requirements))**

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**PLEASE RETURN COMPLETED FORMS TO -** By email: [greentowers@enfield.gov.uk](mailto:greentowers@enfield.gov.uk)

**Your booking is only confirmed once you receive a letter of confirmation from us.**

**TERMS & CONDITIONS**

1. Please be aware that there are other users of Salisbury House, so it is the hirer's responsibility to ensure their property is safe and secure.
2. The Front of House of Salisbury House will be onsite to open before time of booking and after.
3. Any issues can be raised with the Front of House.
4. Access may not be permitted until the time of the booking.
5. The management may request payment of a non-refundable deposit of 50% of the value of the total booking to secure the booking.
6. If a booking is cancelled within 14 days of the date of hire full payment will be required.
7. Hirer's are not permitted to sublet rooms.
8. The management require a minimum of 5 days notice of any changes to the booking.
9. The hirer must vacate the room at the end time shown on the booking form.
10. The room should be left clean and tidy at the end of the hire period, otherwise a cleaning surcharge may be payable by the hirer.
11. Any repairs required as a result damage to the premises and/or equipment caused by the hirer will be payable by the hirer.
12. The management cannot take responsibility for items left unattended.
13. The hirer is required to comply with all current health & safety regulations and policies of the premises, including fire evacuation procedures.
14. The hirer is required to know how many people are in attendance and provide a role call if necessary.
15. The hirer is not permitted to remove any item of furniture or equipment belonging Salisbury House from the site.
16. Payment for hire is required in advance of the hire period. Where the management agree for payment to be in arrears payment is required within 30 days of the date of invoice.
17. Late payment may result in the hirer being charged an administration fee of £25 plus 5% of the invoiced amount for each day that the payment is overdue.
18. No smoking is permitted in the venues at Salisbury House.
19. In the event of an emergency please exit Salisbury House and contact management via email [greentowers@enfield.gov.uk](mailto:greentowers@enfield.gov.uk) or 0208 379 2619.
20. The management reserve the right to cancel any bookings without notice or reason.
21. The management reserve the right to alter the room you are allocated without notice.
22. Failure to abide by the venue's rules and policies may result in the immediate termination of the booking.

I confirm that I accept the terms and conditions of hire as stated above.

**Signed:**

**Date:**

<b>OFFICE USE ONLY</b>	
<b>Arrangement Number</b>	