

ANGEL COMMUNITY CENTRE ROOM BOOKING FORM

Thank you for choosing the Angel Community Centre for your
event

Please complete all sections

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

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			
Menu 1 A selection of seasonal sandwiches/wraps made on white and brown bread and fresh fruit skewers	£8 - Per Person			
Menu 2 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			
Menu 3 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))

PLEASE RETURN COMPLETED FORMS TO - By email: 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 Angel Community Centre, so it is the hirer's responsibility to ensure their property is safe and secure.
2. The Front of House of Angel Community Centre 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. Hirers 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 Angel Community Centre 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 Angel Community Centre.
19. In the event of an emergency please exit Angel Community Centre and contact management via email 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.
23. All cancellations and/or requests for changes to bookings must be made in writing to and received by centre staff and or greentowers@enfield.gov.uk box (E-mail). Verbal cancellations or notification of changes are not acceptable
24. The hirer, their party, any caterers or helpers must vacate the room and Centre at the end time shown on the booking form and room. Common areas (including car park) & kitchen, where used, should be left clean and tidy with all decorations removed by the hirer at the end of the hire period.
25. A surcharge may apply to groups overrunning their booking times and/or if cleaning not completed.
26. Any repairs required because of damage to the premises and/or Enfield equipment caused by the hirers party will be payable by the hirer. Any decorations or signage used must only be held up by blue tack. Glue, cellotape, nails and staples are not permitted & deemed as damage to the premises.
27. Open flames, gas cannisters, BBQs and lanterns are not permitted.

28. The management does not accept responsibility for loss or damage to any property belonging to the hirer or their party whilst at the Centre or and use of the venue is at the users own risk.
29. Sound/music levels at events must be kept to an appropriate level and doors and windows in the hall closed with the sound dampening curtains drawn. If 'sound limiter' light is activated volume must be immediately lowered or risk losing sound for the remainder of the event.
30. Children must always be supervised by a responsible adult whilst on-site.
31. Please note the public areas of the building and car park are Security monitored by CCTV 24hours a day and we will comply with Police requests to view footage and co-operate with the Authorities as and where required.
32. The hirer is not permitted to remove or alter any item belonging to the Centre from the site. Please ensure you have Centre Staff permission before moving any furniture between rooms.
33. Hire charges are reviewed yearly and any increases made to the rates are normally effective 1st April. A minimum of 14 days' notice of any changes to Hire charges will be given.

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

Signed:

Date:

OFFICE USE ONLY	
Arrangement Number	