First Steps Bath

Meeting Room Hire Booking Form

Contact Details

Contact name of person requesting room

Company/Organisation Name

Company/Organisation Address

Post code Contact telephone number

Contact email address

Room Requirements

Meeting group title

Day/Date room required or recurring end date

Time from Until (to include setting up/clearing away time)

Amount of people attending

Which room is required? (Please tick) Please refer to information page for room facilities and costs.

Twerton Children's Centre, Woodhouse Road	Moorlands Children's Centre, Moorfields Road	First Steps Annexe, Dominion Road
Conference Room ☐	Small Family Room ☐	Main Play Room ☐
Large Family Room ☐		Small Family Room ☐
Meeting Room ☐		Crèche and Sofa Area ☐

Has a risk assessment been carried out (if yes please tick box) ☐

Do you require the room to be set up by us?

If yes, please give details and provide a room plan diagram.

Technical/Other Requirements (please tick)

Interactive White Board/Data Projector ☐ Flip Chart ☐

DVD Player ☐ Technical Support ☐

Refreshments

Drink			Food		
	Yes	Qty		Yes	Qty
Tea/Coffee	☐		Biscuits	☐	
Fruit Juice	☐		Sandwiches	☐	
	☐			☐	

For completion by First Steps (Bath)

Enquiry taken by	Date
Booking approved by	Date
Booking entered onto Outlook by	Date
Copy sent to Finance Office ☐	Date
Confirmation sent by	Date
Refreshments Ordered by	Date

We confirm your new booking as requested above. The total cost for this booking will be £

An invoice will be sent to the person who arranged the booking unless otherwise notified.

Arrangements for letting you into the building are

Your contact person is Telephone number

Terms and Conditions, and plus all other relevant information.

1 Hirers are asked to respect our premises and understand that they are used by a range of different groups.

2 As persons using the room may have access to other areas we require you to confirm that a risk assessment for the use of the room and facilities has been completed, both for the proposed activity and in relation to those persons using the room.

3 Rooms are offered with the requirement that they are left in the condition that they were in at the start of the booking.

4 Refreshments are provided as ordered in the nearby kitchen on a help yourself basis. All crockery and cutlery used must be washed up and put away on leaving.

5 First Steps (Bath) accepts no liability for loss or damage to any property that you may wish to bring onto any of our sites.

6 Time for setting up and clearing away must be allowed for within your booked time.

7 Rooms must be vacated by the stated time.

8 Car parking is available in nearby streets. Hirers are asked not to use our centre car parks which are reserved for parents/carers for safety reasons.

9 Cancellation charge-none if you cancel with notice of at least 5 clear working days. You will be charged in full for cancellation with less than 5 days notice.

I have understood and agree to the above terms and conditions

Signed

Date

Return this form to:

First Steps (Bath), Woodhouse Road, Twerton, Bath BA2 1SY
Email: info@firststepsbath.org.uk
Fax: 01225 334596

First Steps (Bath) - Our Meeting Rooms

First Steps Twerton Children's Centre-Woodhouse Road, Twerton, Bath, BA2 1SY

- The conference room can seat 50 in lecture style, 36 in café style and 20 in board room style. It has an interactive white board and data projector. A PC unit with a DVD player, an Internet connection .
  It measures approximately 10.7 x 5.2 metres
- The meeting room can seat 10 around a table, or 15 in a discussion group.
  It measures approximately 5.2 x 4 metres
- The large family room is suitable for family meetings or individual work such as advice, or baby massage. It can seat a maximum of 12 people in comfortable chairs.
  It measures approximately 6.1 x 4 metres

First Steps Moorlands Children's Centre-Moorfields Road, Moorfields, Bath, BA2 2DQ

- The small family room is suitable for family meetings or individual work such as advice, or baby massage. It can seat a maximum of 6 people in comfortable chairs.
  It measures approximately 2.3 x 2.5 metres

First Steps Annexe-Dominion Road, Twerton, Bath, BA2 1DF

- The small family room is suitable for family meetings or individual work such as advice, or baby massage. It can seat a maximum of 6 people in comfortable chairs.
  It measures approximately 4.3 x 2.8 metres
- The main play room is a large room in an environment that is used by parents and children several days a week. The room has an interactive whiteboard and projector and can seat 30 in lecture style and 20 café style.
  It measures approximately 6.7 x 5.8 metres

Twerton Children's Centre	**Hourly Cost**
Conference Room	£15.00
Meeting Room	£7.00
Large Family Room	£15.00
Moorlands Children's Centre	**Hourly Cost**
Small Family Room	£5.00
First Steps Annexe, Dominion Road	**Hourly Cost**
Main Play Room	£15.00
Crèche and Sofa Area	£7.00
Small Family Room	£10.00

Tea/Coffee	£1.00pp if less than 4 hours	£2.00pp if more than 4 hours
Sandwiches	£3.50pp	