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|  | Moorlands Community Room Hire |
| **CONTACT ADDRESS** | | |
| Contact Name:  Company/Organisation:  Address:  City/Town:       Post code:  Telephone number:  Email address: | | |

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| Who will be the onsite contact and responsible for the room on the day (if different from details above) | |
| Name: | Contact number: |

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| Please specify the dates and times you require: | | | |
| Monday  Tuesday  Wednesday  Thursday  Friday | Start Date:       End Date:  Start Time:       End Time:  Confirm Number of Sessions: | | Term Time Only  One Off Event:  Weekly requirement:  Monthly requirement: |
| Purpose of Room Booking | | Attendees | |
| Adult/Child activity group  Meeting  Workshop  Family Contact | | Adults only  Total attending:  Adults & Children  Total Adults attending:  Total Children attending: | |

1. Has a risk assessment been carried out
2. I have read, understood, and agree to the Booking Terms and Conditions

* Hirers are asked to respect our premises and understand that they are used by a range of different groups and that young children are present within our buildings.
* Please make sure you have carried out an appropriate risk assessment for your booking requirements including Health & Safety and Fire Procedures.
* All Hired rooms should be left in the condition they are found at the start of the booking, otherwise a cleaning charge will be incurred.
* First Steps (Bath) accepts no liability for loss or damage to any property that is brought on to any of our sites.
* Time for setting up and clearing away must be allocated for within the allowed booking and rooms must be vacated by the stated finish time.

**Bookings**

* Provisional bookings can be made via telephone or email on 01225 317123/ [info@firststepsbath.org.uk](mailto:info@firststepsbath.org.uk)
* Provisional bookings will be held for a maximum of 48 hours; any booking not confirmed with a completed booking form will be released without notice.
* Bookings will be confirmed in writing/via e-mail once a signed booking formhas been received.

**Changes to Bookings**

* Changes to the number of attendees, must be made within 2 working days of the booking.
* Changes to the date or time of a booking must be made within 2 working days of the booking.

**Booking Cancellations**

* Cancellations must be confirmed in writing.
* If a cancellation is confirmed at least 2 working days before the scheduled event date,

**Damages and Loss**

* Any damage to or loss of First Steps (Bath) property will be charged accordingly to the hirer

1. Information on this form is retained for monitoring & marketing purposes; please see our Privacy notice and indicate if you wish to receive information from First Steps Bath

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**For First Steps (Bath) Office Use Only**

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| Booking Requested: | Provisional Booking in Calendar: |
| Booking form Received | Booking Confirmed |