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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
* 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 |