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| --- |
|  **Details** |
| **Name** |  |
| **Company name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Today’s date:** |  | **Date/s required:** |
| **Activity** |   |
| **Room** (Please circle) | 1 | 2 | 3 | 4 | Café | Café with use of kitchen | Advice Room | The Link Centre |
| **Day** | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| **Session** | Morning | Afternoon | Evening |
| **Frequency** | One-off | Weekly | Monthly |
| **Time(s) required** | : - :  |
| **Room layout:** see overleaf | Boardroom | Cabaret | Classroom | U -Shape | Theatre | Other |
| **Optional Extras** | Flipchart Stand(£2.00 Surcharge) | Laptop Hire (rates TBD) | Smartboard / Projector & Screen(£8.50 Surcharge) | Hot Water Urn | Catering(Should be ordered separately via Brooks Café) | Refreshments(Should be ordered separately via Brooks Café: 07969627104) |
| **Please give any information of room set up requirements:** |
| **Purchase Order Number or Reference Number:**  |
| **Additional requests:** |

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| **Terms and Conditions**I wish to hire the room/s as stated, and will abide to the condition of hire which are:1. Party/Event bookings must be paid for in advance (min. 14 days)
2. Other bookings must be paid within 14 days of invoice
3. If the booking needs to be cancelled, more than 48 hours’ notice must be given otherwise the hirer will be charged the full amount.
4. Please treat the building and its contents with respect, for example, lift tables move chairs with the trolley.
5. The hirer is liable for all damages and all accidents, and damages must be reported immediately to the Centre Manager.
6. The rooms must be left in same condition as they were found, with all rubbish removed.

I agree and sign here…………………………………………………………………... |
| **Please complete and return this form to:**Centre Manager Coniston Community Centre, Patchway, Bristol, BS34 5LP Telephone: 0117 9236878 / Centre manager: 07896574117 / Caretaker: 07896574114E-mail: info@conistoncommunitycentre.org.uk |
| GDPR Compliant We only take the above information to contact you directly about your room booking, update you on Coniston matters and to send the invoice for hire. All information is stored securely with our DPO (Date Protection Officer) and when no longer required destroyed. If you want us to pass on your information to potential clients, e.g. if you are offering Dance classes and someone asks for the contact details of a dance teacher, please initial here…………. You can specify how you wish to be contacted here …………… |

**Layout**

**Theatre Style:**

 Rooms 3 and 4 can hold a maximum of 60 people in this style.

Rooms 3 and 4 (together) can hold a maximum of 120 people.

Rooms 1 and 2 (together) can hold a maximum of 60 people in this style.

**U Shape:**

Rooms 3 and 4 can hold a maximum of 24 people in this style

 Rooms 1 and 2 can hold a maximum of 12 people.

**Classroom Style:**

Rooms 3 and 4 can hold a maximum of 36 people in this style

Rooms 1 and 2 can hold a maximum of 12 people.

**Boardroom Style:**

Rooms 3 and 4 can hold a maximum of 20 people in this style

Rooms 1 and 2 can hold a maximum of 15 people.

**Cabaret Style:**

**Rooms 3 and 4 can hold up to 40 people in this style.**

**Rooms 1 and 2 can hold up to 25.**

