

Training Facilities Booking Form

(Maximum 16 people)

(Please note that training room is located on 2nd floor and therefore not suitable for delegates with physical disability)

Contact Details:

Organisation Name and Invoicing Address:		
Contact Name:	Tel:	Email:
Voluntary Organisation / Non-voluntary Organisation <i>(delete as necessary)</i>		

Requirements:

Dates Required:		No. of Attendees:	
Time Required:	Full Day <input type="checkbox"/>	A.m. Only <input type="checkbox"/>	P.m. Only <input type="checkbox"/>
Room Layout:	Board room <input type="checkbox"/>	Theatre Style <input type="checkbox"/>	
Equipment Required (£25 Charge):	Laptop <input type="checkbox"/>	Projector <input type="checkbox"/>	Flipchart <input type="checkbox"/>
Refreshments Required:	Tea / coffee on arrival <input type="checkbox"/> Mid-morning tea/coffee and biscuits <input type="checkbox"/> Lunch <input type="checkbox"/> <small>lunch is not included in the cost, but sandwich lunch can be provided at £5 per head.</small> Mid-afternoon tea/coffee and biscuits <input type="checkbox"/> Any special dietary requirements _____		

Signed: _____

Once complete, please return with Purchase Order to:
 Aberdeen Cyrenians, 62 Summer Street, Aberdeen, AB10 1SD.

Or email to info@aberdeen-cyrenians.org

For more info please contact tel: 01224 625732, fax: 01224 646257

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For office use:

Room Booked:	PO Received:	Copied to Finance:
Catering:		
Invoiced:		

Aberdeen Cyrenians Training Facilities – Terms & Conditions

Bookings

- Reservations will be regarded as provisional until a fully completed and signed booking form and Purchase Order has been received within 10 working days of the provisional booking.
- Confirmation of a firm booking will be made in writing and will be deemed contractually binding on both parties.
- The event host/organiser is required to confirm final numbers and all other arrangements one working week prior to the day of hire.

Charges

- For voluntary organisations: full day hire is £150, half day hire is £75.
- For non-voluntary organisations: full day hire is £300, half day hire is £150.
- These costs include tea, coffee & biscuits, flipchart, whiteboard, paper and pencils.
- Buffet lunch of sandwiches can be ordered at an additional £5 per person.
- Invoicing will be based on the facilities and services booked and provided.
- It is important that times of booking are adhered to. Aberdeen Cyrenians reserve the right to charge for any booking over-runs on a pro rata basis.

Equipment

- Aberdeen Cyrenians have a PC and projector available for use at a cost of £25. In the interests of safety we generally do not allow the use of external equipment. Should you wish to use your own equipment you must provide evidence that the equipment has been PAT tested.
- Flipchart, whiteboard, paper and pencils are included in the cost of Training Facilities.

Catering

- A minimum of 3 days notice must be given to alter catering arrangements; otherwise the full cost of catering will be incurred.
- All food and drink consumed on our premises must be provided by Aberdeen Cyrenians.
- Alcohol must NOT be brought into or consumed on the premises.

Domestics

- The organiser must report to reception in order that Aberdeen Cyrenians staff can familiarise them with regard to Fire Exits and other domestic arrangements. The organiser will then be responsible for meeting delegates at reception, signing them in to the building, escorting them to the Training Room and explaining the domestic arrangements to them.
- Personal belongings should not be left unattended in the Training Room. Aberdeen Cyrenians shall not be responsible for any loss incurred.
- There are no parking facilities. There is a multi-storey car park on nearby Chapel Street.
- All hiring organisations must carry Public Liability Insurance to cover their delegates.

Cancellation or alteration

- All notifications of cancellations, or changes to the booking must be made in writing. If the cancellation is not made in writing then the following charges will apply:
 - Less than a week in advance of the booking date: 75%
 - 1 – 2 weeks in advance of the booking date: 50%
 - More than 2 weeks in advance of the booking date: no charge
- A minimum of 3 days notice must be given to cancel catering; otherwise these costs will have to be passed on.

Responsibility for damage

- The Hirer shall be responsible for meeting the cost of repair or replacement of any damage to Aberdeen Cyrenians property which arises from carelessness, neglect or default of any of its delegates, guests or visitors. Where it is believed that such damage has occurred Aberdeen Cyrenians will contact Hirer as soon as possible.

Unexpected Closure

- Aberdeen Cyrenians reserve the right to cancel any booking without liability on its part, in the event of any damage or disruption to 62 Summer Street by fire, flood, power failure, industrial action, act of god, weather conditions or any cause beyond our control.

Settlement of terms

- Settlement of invoices is strictly within 30 days from the date of issue.

Health and Safety

- Aberdeen Cyrenians recognises its responsibilities under the Health and Safety at Work Act 1974 and will endeavour to conduct its activities without risk to the health, safety, and welfare of its employees, service users, visitors and the general public. Please raise any concerns with management.