



## The Percival Guildhouse Room Booking Form

Name of Hiring Organisation	
Contact Name for booking.	
Email Address	
Address of Organisation	
Telephone	

Room Name	Tick Room Required	Cost per 2 hours	Number of Attendees	Number of Tables and Chairs	Number of Chairs only
*Not suitable during term time					
<b>Metcalfe</b>		£25.00			
<b>Beresford</b>		£35.00			
<b>Gooder</b>		£25.00			
<b>Aspinall Lounge*</b>		£30.00			
<b>Percival</b>		£30.00			
<b>Harry Batchelor</b>		£25.00			
<b>Rowse</b>		£25.00			
<b>Gibson</b>		£25.00			

Bookings outside of normal opening hours will be subject to negotiation. Attendance charges for staff cover will be applied. Please contact us for details.



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<b>Layout Please Tick</b>	<b>Classroom</b>	<b>U-shape</b>	<b>Theatre Style</b>	<b>Other</b>
<b>Additional Equipment Please Tick</b>	<b>Digital Projector and Stand</b>	<b>Webcam and stand</b>	<b>External Speakers</b>	

### Room Hire Agreement – The Percival Guildhouse

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form.

#### 1. Booking Confirmation and Invoicing:

- Provisional bookings are not guaranteed until The Percival Guildhouse is in receipt of a completed booking form.
- Bookings must be paid for within a week of receiving an invoice from The Percival Guildhouse.

**Payment must be made in advance for room hire and for any additional charges, as listed on the room hire rates document.**

#### 2. Refund Policy:

- Cancellations made more than eight weeks prior to the booking will receive a full refund.
- Cancellations made between eight and four weeks prior to the booking will receive a refund at 75% of the original rate.
- Cancellations made between four and one week prior to the booking will receive a refund at 50% of the original rate.
- Cancellations made within one week of the booking will be non-refundable.



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### 3. Fire Regulations:

- Organisers should make themselves familiar with primary and secondary escape routes and the assembly point opposite by the clock pillar or appoint someone in their team to be responsible for this.
- The Percival Guildhouse fire regulations will be observed by the Hirer at all times.
- Candles and indoor fireworks are not allowed under any circumstances.
- The accidental setting off alarms will incur a charge of £125.00 plus VAT.

### 4. Damage:

- All rooms must be left in the condition they were found.
- Hirer will be subject to the full cost of mending any damage or excessive wear and tear to the Percival Guildhouse property.
- Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack Adhesives.
- Hirer will be subject to pay the full cost of any extra cleaning required.

**I agree to adhere to the above conditions:**

**Name of Hirer**.....

**Signature of Hirer**.....

**Date of Agreement**.....