

Room use Booking Form

Name _____

Organisation _____

Address _____

Phone Number _____

Email _____

Dates Requested _____

Number of participants (including presenters) _____

Please specify times each day:

Date: _____ Set up: _____ Start: _____ End: _____ Cost £ _____

Date: _____ Set up: _____ Start: _____ End: _____ Cost £ _____

Date: _____ Set up: _____ Start: _____ End: _____ Cost £ _____

Date: _____ Set up: _____ Start: _____ End: _____ Cost £ _____

Quantity Coffee _____ tea _____ biscuits _____ Date _____ Cost £ _____

Quantity Coffee _____ tea _____ biscuits _____ Date _____ Cost £ _____

Please add an additional sheet if required. Cost £ _____

Preferred room: Yellow _____ Purple _____ Green _____ Total Cost: £ _____

Maximum Room Capacity:

Green and Purple rooms each : 30 Yellow room: 50 Less £100 Deposit £ _____

Total due £ _____

Will you need tables/chairs? How many? _____

Will you need any other equipment? (Flip chart/pens, projector) _____

These must be requested at time of booking only.

Signature _____ Date _____

By signing this document you agree to our Terms and Conditions listed on the reverse.

<u>Costs</u>	<u>Full Day</u>	<u>By session:</u>
		AM(8.30-12.30)
		PM (1.00-5.00)
		Evening (6.00-10.00)
Green room	£ 125 per day	£70 each session
Purple	£ 125 per day	£70 each session
Yellow	£ 150 per day	£80 each session

Additional hours charged at £20 per hour

Coffee: £ 1.00 each **Tea:** 50 p each **Biscuits:** £1.00 each

BD staff if required £ 25 per hour

Terms and Conditions

Prior to the booking you will be given the building entry code and a key to the kitchen will be in an envelope on the door. You will be provided with a tally sheet for number of coffee, tea and biscuits used. Please leave this with the kitchen key in the envelope provided at the end of your stay.

Our rates include tables and chairs, flip charts and pens, projector. Breakage or loss costs are: tables £75, chairs £75 key(s) £15, projector £200.

Please leave the building in a reasonably clean condition or an additional minimum cleaning charge of £50 may be required. In the event you need to stay beyond the originally contracted times, the charges will be by the hour as stated above. Please wash up all cups and dishes used.

A £100 deposit is required with booking and the remainder is due four weeks prior to the event. Short notice bookings are available and payment must be paid in full at time of booking.

Make payments in cheque to the Biodynamic Agricultural College or by Bank transfer to:

Please indicate your name or organisation as the bank reference.

HSBC Bank

Sort code: 40-20-09

Acc nr: 51589520

Payments sent from outside UK:

BIC: MIDLGB22

IBAN: GB19MIDL40200951589520

If you need to cancel your booking a 4 week notice period is required and you would be eligible for a refund of £50 of the deposit. If you cancel less than 4 weeks prior to your event you will be liable for the full balance of the charges.