# Meeting Rooms Booking Form

All rooms are £25 an hour to not-for-profits, and £40 an hour for other organisations. Higher weekend charges apply. We only accept bookings for whole hours. We invoice before the event and there is a charge if you cancel your event. Our contact: management@finsburyparktrust.org

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| **Hirer’s details** |  |
| Full name |  |
| Organisation |  |
| Invoice address |  |
| Email address |  |
| Contact number |  |
| Alternative contact |  |
| **Booking request** |  |
| Date of hire |  |
| Times of hire  |  |
| Type of event |  |
| Number of people |  |
| Room requested | [ ] Meeting Room |
|  | [ ] Kitchen |
|  | [ ] Activity Room |
|  | [ ] Garden area |
| **Additional items** |  |
| Tea, coffee and biscuits @ £3 a head | Please state number of people |
| Juice @ £1.50 a litre |  |
| Where did you hear about us? |  |
| Is there anything else you want to know or for us to provide? |  |

Terms and conditions for meeting room hire

Subject to the acceptance, observance and performance of these conditions, Finsbury Park Trust hereby licences and authorises the Hirer (his agents and all persons duly authorised by them) to enter upon and use such parts of Finsbury Park Trust as are described in the Room Booking Form for the purposes mentioned and for the period specified.

**1. Application for hire**

Applications shall not be accepted from persons acting on behalf of third parties unless declared at the time of the application. The Hirer shall not use the premises for any purpose other than that described on the application form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on the premises anything which may endanger the same or any insurance policies in respect thereof. Finsbury Park Trust reserves the right to refuse any application for hire if it is of the opinion that either the hirer or the purpose on the hire is unsuitable.

**2. Management instructions**

The Hirer shall comply with all instructions of the Management of Finsbury Park Trust relating to the use of the premises and conduct therein including any instructions which may from time to time be published by notice on the premises or otherwise. It shall be duty of the Hirer to ensure that him/herself/themselves his agents and all persons duly authorised by him sign in the reception of Finsbury Park Trust on entry and signed out on exit.

**3. Entry/access to premises**

The hirer shall use only those means of access to the premises as are, or may be, designated on the date of hire. The management of Finsbury Park Trust shall be responsible for providing entry to the premises. Keys to the premises shall not be provided.

**4. Vacation of the premises**

 At the end of the period of hire the Hirer shall forthwith vacate the premises on time and remove all of their property. The Hirer shall leave the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise, switching off all lights and leaving the premises via the main exit only (except in the case of fire where the fire exit should be used). It shall be the responsibility of the Hirer to familiarise themselves with the fire exits and evacuation procedures which are displayed in the rooms and corridors.

**5. Refreshments**

Refreshments can be provided for an additional fee. We do not serve them.

Tea, Coffee and Biscuits £3 per person, Juice £1.50 per litre. Further catering can be arranges – please ask for further details.

**6. Additional facilities**

The rooms have free Wi-Fi and we provide a whiteboard and, flipchart paper. The main meeting room has a TV screen to which you can attach your own laptop.

**7.Alcohol**

You must obtain special permission from Finsbury Park Trust if you wish to provide Alcohol at your event. You may not sell alcohol.

**8. Damage to or loss of your property**

Finsbury Park Trust shall not accept any responsibility or liability in respect of any loss, theft or damage of any goods or property of the Hirer or any other person left, deposited or brought on the premises.

**9. Damage to Finsbury Park Trust’s property**

The Hirer shall pay to Finsbury Park Trust on demand an amount for any damage (fair wear and tear excepted) done or occasioned to the premises or on any property thereon by the hirer, their agents, or by any persons under their care and control or supervision.

**10. Indemnity**
a) The Hirer shall indemnify and keep indemnified Finsbury Park Trust from and against all claims, demands, actions or proceedings in respect of any loss, damage, death or injury caused to any person(s) or bodies corporate arising from the hire of the premises, otherwise than as a result of the negligence of Finsbury Park Trust or its agents. b) The Hirer shall indemnify and keep indemnified Finsbury Park Trust from and against all claims, demands, actions or proceedings in respect of any infringement of copyright material at or upon the premises. It shall be the responsibility of the Hirer to obtain at their own expense any licences or permits or other permissions required for the use and/or performance of such copyright material.

**11. Room changes**

Finsbury Park Trust reserves the right to change the room booked if it is more suitable for you to use an alternative meeting room. You must comply with the maximum capacity for each room.

**12. Cancellation**
a) Finsbury Park Trust reserves the right to cancel any booking or to vary the details of the booking where circumstances so warrant. All monies paid in respect of a booking cancelled under this condition shall be refunded to the Hirer, but Finsbury Park Trust shall not be liable for any other expenditure incurred or loss sustained directly or indirectly by the Hirer as a result of such cancellation or variation.

b) In the event of a cancellation by the Hirer Finsbury Park Trust shall be entitled to retain or be paid as a cancellation fee such monies as have been paid or are due to be paid as follows:

* If a cancellation is received more than one month prior to the booking no cancellation fee will be charged.
* If a cancellation is received between one month and two weeks of the booking, 50% of the booking fee will be charged.
* If a cancellation is received within two weeks of the booking, then the full booking fee will be charged.

Payment is due on receipt of the booking form.

 **13. Termination**

In the event of the Hirer failing to observe and perform any of the conditions herein, Finsbury Park Trust may, after giving notice to the Hirer of breaches of any conditions and without prejudice to any right of action which may have against the Hirer, forthwith terminate this agreement and event payments made and any payments due to be made shall be paid and the Hirer shall have no claim against Finsbury Park Trust for any damage or loss sustained in consequence of such termination.