|  |  |  |
| --- | --- | --- |
| Title of Meeting/Event: \* | Start Time: \* | End Time:\* |
| Date/s:\* |  |  |  |  |  |
| Meeting organiser:\* | Invoice address: \* |
| E-mail: \* |
| Telephone number: \* |
| Contact person on day: \* |
| Room/s allocated: \*(see terms and conditions below for room capacity) |  | No. of guests: \* |
| To comply with health and fire safety regulations please use this space to advise us of any person/s attending who have any special needs and requires assistance i.e. Step free access:Name/s and assistance required:  |
| CATERING REQUIREMENTSIs lunch required Yes/No \* – If yes please give details of lunch by adding quantities to the options below (Please note lunch will be delivered to your meeting room from 12pm)Please specify number guests who will be having lunch: Please write below any dietary requirements : \*Please note that meat and fish sandwiches/wraps will be plated together for orders of less than 15 people, but vegetarian options are always plated separately. Vegans will be provided with a salad box. 1 Litre Cartons of Juice (£tbc) - How many cartons? \_\_\_\_\_\_ |
| REFRESHMENTS:Tea &Coffee is available in-house from hot beverage machines free of charge. We can also supply flasks of fresh brewed filter coffee on request at an additional cost of £14 per jug. Each jug serves approximately 10 people. Please request this at the time of booking if possible No. of jugs \_\_\_\_\_\_ |

 Room Booking/catering Application Form

ROOM BOOKING TERMS AND CONDITIONS

Available meeting room specification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Room** | **Capacity** | **Presentation display** | **Whiteboard** | **Video Conferencing** |
| **Courage Room** | 6 | Yes | Yes | No |
| **Learning Room** | 6 | Yes | Yes | No |
| **Inclusive Room** | 10 | Yes | Yes | No |
| **Integrity Room** | 12 | Yes | Yes | Yes |
| **Lois Dyer room** | C:30B:24T: On request  | Yes | No (flip charts available) | Yes |

Please note if using the Lois Dyer room one end of the room is open, so if looking for a private meeting this room is not best suited.

Meeting room prices:

Learning (capacity 6)  - £175 full day / £87 half dayCourage (capacity 6) - £175 full day / £87 half dayInclusive (capacity 12) - £250 full day / £125 half dayIntegrity (capacity 12 & VC) - £325 full day/ £163 half dayLois Dyer Room (Capacity B:25 T:70 C:30 &VC) £410 full day / £205 half day. All prices are subject to VAT added

Please note that all sections on the form must be completed or your booking may not be accepted.

All booking requests / enquiries must be made in writing and sent to facilities@csp.org.uk

A room should not be assumed as booked until a fully completed room booking has been received and confirmation has been sent back to you.

We reserve the right to move meetings to an alternative suitable room should a business need arise. Notification will be given with as much advanced notice as possible.

The room that is booked is the only room that can be used.

Catering

Requests for lunch can be submitted at the time of the booking and can be confirmed no less than 7 days in advance. Final numbers for catering must be given no later than 72 hours in advance of the meeting. Any requests received to change requirements outside of this notice period notice may not be met. All catering costs will be subject to VAT added.

Lunch will be cleared away by Facilities after 2pm or at an agreed time by the organiser and room bookings.

Building access

CSP premises are open from 08:30-17:00 Monday to Friday

All visitors must enter via the main entrance at the front of the building and report to reception on arrival. Please let reception know that you have a meeting at the CSP and they will send you up to the 3rd floor. When you get out of the lift turn right and then right again and press the doorbell.

Wheelchair users can access the building via the main entrance.

Room Hire Rates

All room hire rates are inclusive of VAT

The hire charges relate to the following sessions:

Full Day Session 09.00am - 16.30 Hours- all visitors must vacate the building by 5pm when the building is closed.

Part Day Session
Mornings: 09.00 – 12:30 Hours
Afternoon: 13.00 – 16.30 Hours

Visitors must ensure that all persons associated with their event vacate the rooms by the end of the hire period.

(Room hire and catering charges are revised at year-end)

Equipment and Facilities

Zoom video conferencing is only available in the Inclusive meeting room which has a maximum capacity of 12 people in person.

Cancellation

Please notify Room Bookings immediately in writing should you wish to cancel your booking at roombookings@csp.org.uk

Two weeks’ notice is requested for any cancellation. If any rooms are cancelled after this date, the following cancellation charges will apply.

28 days’ notice – 25% of room hire charge

14 days’ notice – 50% of room hire charge

7 days’ notice – 75% of room hire charge

1-6 days’ notice – 100% of room hire charge

Health and Safety

The meeting organiser is responsible for announcing the emergency procedures and familiarising themselves and all attendee of the fire exits.

In the unlikely event the fire alarm sounds, the building should be evacuated as quickly as possible via the nearest Exit, and all visitors should report at the assembly point and await further instructions.

Any wheelchair users should be made known to Facilities via the room booking form.

Payment

All applicable charges for room hire/catering provided will be invoiced after the meeting/event has taken place. Payment for all invoices is required within 30 days of the invoice date.

Please note that any materials distributed at your event will be the sole responsibility of yourselves and not of the CSP.