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| **ROOM HIRE BOOKING FORM** | | | | | | | | | | | | |
| Please click on the boxes to complete  **Name of Group** | | | | | | | **Name of Person Booking Room** | | | | | |
| **Address** | | | | | | | | | | | | |
| **Postcode** | | | **Telephone** | | | | | **Email** | | | | |
| **Booking Details** | | | | | | | | | | | | |
| **Lister**  (max 10) | | **Fielden**  **Room 4**  (max 10) (max 12) | | | | **Wainhouse** (max 25 – theatre, or 20 – tabled)  **Currently max 10 in socially distanced tabled layout** | | | | | | |
| **Date Required** | | | | | | **Time From** | | | | **Time To** | | |
| **Number of People** | **Refreshments Required**  No  Yes  £1/head unlimited teas/coffee/biscuits | | | | **Buffet Required**  No  Yes  Please see our website for menu details & specify any particular dietary requirements: <https://cvac.org.uk/facilities/room-hire-halifax/> | | | | | | | |
| **Equipment Required** (no extra charge) | | | | Laptop | Projector | | | | SmartBoard Flipchart | | | Induction Loop |
| **Any additional requirements/comments?** | | | |  | | | | | | | | |
| I have read and understood the VAC Terms & Conditions of Room Hire as detailed below and agree to abide by them. I agree to pay VAC the appropriate fee for this service. | | | | | | | | | | | | |
| Signed: | | | | Name: | | | | | | | Date: | |
| Please return this form to VAC, Resource Centre, Hall Street, Halifax HX1 5AY. Email receipt will be classed as signature confirmation. Email to: [roombookings@cvac.org.uk](mailto:roombookings@cvac.org.uk) | | | | | | | | | | | | |
| **PAYMENT:**  Room hire charges are invoiced at the end of each month unless payment is requested in advance by VAC. Hirer may pay all charges on the day if preferred. | | | | | | | | | | | | |

**Terms and Conditions 20/21**

1. **Conditions of Use**
   1. It is the duty of the person making the booking to nominate one person who will be responsible for ensuring all procedures are complied with.
   2. Hirers will agree to conditions and procedures set out by VAC as they relate to security, health and safety, code of behaviour and administration.
   3. Hirers will ensure that all members are aware of action being taken in the event of a fire.
   4. Hirers will leave the room tidy, putting waste in the bins provided.
2. **Charges**
   1. All Equipment borrowed must be left in good condition, and any damages must be paid for.
   2. Photocopying available as per our current price list.
   3. Room hire charges are invoiced at the end of each month unless payment is requested in advance by VAC. Hirer may pay all charges on the day if preferred.
   4. Cancellations must be received in writing no less than one week before the booking date. Full charges will still be incurred if notice of cancellation is received later than this.
3. **Health and Safety**
   1. VAC has a no smoking policy including e-cigarettes – this includes all of VAC’s rooms , all corridors and toilets and the immediate entrance into the building
   2. The named representative should ensure that all group members are aware of the relevant procedure in the event of a fire.
   3. A first aid box is available in the ground floor Kitchen and first floor corridor. Accidents should be reported to either Reception and/or the Facilities Manager.
   4. A copy of a Health and Safety risk assessment for all our hire rooms is available on request.
4. **Code of Practice - Behaviour**

The following examples of behaviour are unacceptable:  
Physical violence, Aggressive behaviour amounting to mental or physical violence or cruelty.  
Racial or sexual harassment.  
Behaviour deemed to be offensive in relation to race, gender, sexuality or disability, which contravenes the VAC equality and Diversity Policy (a full copy of which is available on request)

1. **Administration**
   1. Emailed booking forms are acceptable please email: [roombookings@cvac.org.uk](mailto:roombookings@cvac.org.uk) The booking is not confirmed unless VAC has sent out a confirmation email.
   2. The Training Room may not be booked for more than two full days in any one week, unless by prior negotiation with VAC.
   3. Payments in full can be made at the time of booking. Payment on an invoice after the event can only be made by prior arrangement with VAC.
   4. Cancellations must be received in writing no less than one week before the booking date. Full charges will still be incurred if notice of cancellation is received later than this.
   5. VAC reserves the right to cancel bookings and in such cases will aim to give 1 month’s notice where applicable.
2. **Public Liability Insurance**

Please note that during the use of the building and facilities at VAC, this is covered by our own insurance, however activities for example, physical activities are not covered by our standard insurance and as such, the hirer must have their own Public Liability Insurance. VAC will not be held responsible for any instances/injuries as a result of physical activities being undertaken.