

# Intact Venue Hire Booking Form



## Your details

Organisation name:

Contact name:

Contact number:  Email address:

Address for invoice:  Postcode:

## Event details

Event title:  Event date:

Arrival time:  Departure time:  Expected number of guests:

## Room details

Room required:  Training room  Treatment room  Quiet 1-2-1 room  
 Studio 1 / Studio 2  Multi-use room  
*Room layout (Multi-use room only)*  
 Theatre style  Classroom style  Training style

## Additional requirements

Refreshments & catering (charged extra)  Teas & coffees Time required:   
 Hot food / buffet lunch Time required:

Facilities  Laptop  Flip chart / pens  Multi-media equipment  Disabled parking  
Any other requirements: *(please state)*

Signature:  Date:

Email to: [info@intact-preston.org.uk](mailto:info@intact-preston.org.uk) Telephone: 01772 760760

**\*See reverse for terms and conditions**

## Provisional Bookings

Provisional bookings are guaranteed for 5 working days. During this period you can confirm or withdraw the booking.

A **Venue Hire Booking Form** will be sent to you via email or through the post, which you must complete and return within the 5 day period.

While we make every effort to confirm any provisional booking before hiring the facility to another customer, after the 5 day period, Intact reserves the right to accept a confirmed booking with another customer where a room has been booked provisionally.

## Confirmed Bookings

On confirmation of your booking and receipt of the completed Venue Hire Booking form, we will secure the room for you.

If you are requesting catering or refreshments, you will be sent a separate '**Food Order Request Form**', which should be completed and returned within the 5 day period.

*\*Notification of any special requests or dietary requirements must also be given.*

## Cancellation Policy

In the event of the booking being cancelled:

- ❖ 14 days before the date of the booking - 50% of the full amount.
- ❖ 7 days before the date of the booking - the full amount.

## Payment

An invoice will be sent to you and payment will be expected within 14 days. Any refreshments provided will be invoiced separately and payment will be expected within 14 days.

### Payment for Venue Hire can be made by cheque:

(Made payable to '**Ingol and Tanterton Community Trust**')

### Payment for any catering can be made by cheque:

(Made payable to '**Community Cogs**')

**The Intact Centre**, 49 Whitby Avenue, Ingol, Preston PR2 3YP

Email: [info@intact-preston.org.uk](mailto:info@intact-preston.org.uk)

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