**Intact Venue Hire**

**Booking Form**

Your Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation:** |  | | **Type of Organisation: (please circle)** | | | Voluntary or Community  Public or Private | |
|  |  | | | | | | |
| **Contact name:** |  | | | | | | |
|  |  | | | | | | |
| **Contact number:** |  | **Email address:** | |  | | | |
|  |  | | | | | | |
| **Address:** |  | | | | **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  (Laptop & 84” screen available) |  | | Studio 2  (Small kitchen available) | | | |  | Multi-Use Room  (Studios 1 & 2 combined) | | | |
|  |  |  | | |  | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| **\*Room layout – Please note this is for**  **Studios 1 & 2 only (Large Multi-Use Room)**  **All other rooms are a set layout** | | | |  | | Theatre style |  | Classroom style | | |  | Training style |
|  | | | |  | |  |  |

Facilities

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Facilities:** |  | \*Laptop |  | Flip chart / pens | | |  | Multi-media equipment | | |  |
|  |  |  | | |  |  | | |  |  | | |
|  | \*We politely request that you don’t unplug our equipment and if you could bring your documents/presentations on a USB stick.  Any special requirements: | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
|  |  |  |

**Email to:** [matthew.beck@intact-preston.org.uk](mailto:matthew.beck@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.  This booking form will be sent to you via email or through the post, which you must complete and return within 48 hours.  Intact reserves the right to accept a booking with another customer, where a room has been booked provisionally and no Venue Hire booking form has been received.  We will not be taking bookings for events taking place after 9pm during the week. Weekend bookings can only be made for the hours between 9am and 5pm. | | | | | | | | |  | |
| Confirmed Bookings | | | | | | | | |  | |
| On receipt of the completed Venue Hire booking form, we will secure the room for you. If you need to cancel the booking, you will be charged the full amount for the room if you cancel within a week before the event, and half the full amount if you cancel within a fortnight before the event.  We have kitchen facilities available if you wish to bring your own tea/coffee supplies. The site also has an on-sight café. Contact us for details of what is available. | | | | | | | | |  | |
| Payment | | | | | | | | |  | |
| An invoice will be sent to you and payment is due within 14 days. You will be expected to pay for any damage done to Intact property.  Payment for Venue Hire:  Cheques made payable to - ‘Ingol and Tanterton Community Trust’  BACS payments – details are shown on the invoice | | | | | | | | |  | |
| Feedback | | | | | | | | |  | |
| Please let us know how you heard about us:  (We appreciate your time answering these questions)   |  |  | | --- | --- | |  | Website |  |  |  | | --- | --- | |  | Facebook |  |  |  | | --- | --- | |  | Twitter |  |  |  | | --- | --- | |  | Through a friend/colleague |   Other (please state)   |  |  | | --- | --- | |  |  | | | | | | | | | |  | |
| **The Intact Centre,** 49 Whitby Avenue, Ingol, Preston PR2 3YP | | | | | | | | | | intact1  No49 |
| telephone | 01772 760760 |  | |  | |  | |  | |
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