

# EMSTRET SPACE Booking Form

To complete this form, please complete following below:

- 1 Fill in this form online, save it as a word document and email the completed form [space@emstret.com](mailto:space@emstret.com)

<b>Contact details</b>					
Date form completed:					
Contact name:		Organisation:			
Address:		Tel:			
Postcode:		Fax:			
Address for invoice (if different from above):		Email:			
<b>Room hire</b>					
Number of delegates:		Dates required:			
From (am/pm):		To (am/pm):		Number of break-out rooms:	
<b>Room layout</b>					
Boardroom (Y/N):		Theatre (Y/N):		Classroom (Y/N):	
U-shape (Y/N):		Other ( <i>please specify</i> )			
Top table required (Y/N):		Water on tables (Y/N):			
Sign outside to read:					
<b>Timetable</b>					
Arrival time (am/pm):		Departure time (am/pm):			
Morning break:		Lunch:		Afternoon break:	

<b>Catering</b>					
<b>Menu type</b>	Basic lunch (Y/N):		Working lunch (Y/N):		
Executive lunch (Y/N):		Other dietary requirements (please specify):			
Numbers for catering (including speakers and organisers):					
<b>Beverages with lunch</b>	Mineral water (Y/N):		Fruit juice (Y/N):		Wine (Y/N):
Coffee (Y/N):					
<b>Audio visual requirements</b>					
(please state number required)					
P/A system:		Overhead projector:			
Recording system:		LCD projector:			
Radio microphones:		Laptop:			
Loop system:		35mm slide projector:			
Flipchart:		Other (please specify):			
VCR & monitor:					
<b>Additional information</b>					
<b><i>Please retain a copy of the completed form for your own records and refer to the terms and conditions attached.</i></b>					

<b>EMSTRET USE</b>					
Event confirmed (date): _____	Catering booked (date): _____	AV booked (date): _____			
<b>On day of event</b>					
No. of delegates: _____					
Room allocation (please tick)	A:	B:	Boardroom:		
Meeting room 1	Meeting room 2:				
IRF raised (date): _____	Feedback form issued: Yes / No				

## **Terms & Conditions**

All meetings, trainings and conferences booked at Emstret Space (service provider), by the client (“the customer”) shall be subject to the following conditions:

### **Bookings and Confirmation**

Provisional Bookings can be made by email (space@emstret.com) or telephone. These will be held for a maximum of 14 working days and may be released without notice. All bookings are provisional until confirmation through email/phone received from the customer.

### **Confirmation of Bookings**

The Emstret Space Booking Form (“the agreement”) must be returned by the customer and received by Emstret Space (“the company”) within 7 working days of the date of issue. If Emstret Space does not receive the contract within this period Emstret Space reserves the right to release the provisional booking and resell the facilities.

### **Confirmation will include:**

- Event date
- Estimated number of delegates and facilitator details
- Preferred room layout
- Lunch & refreshment requirements
- Equipment requirements
- Any special/additional requests
- Invoice address

### **Final Numbers & Requirements**

Notification of the exact number and specific requirements must be provided as early as possible and no later than 3 working days prior to the start of the event, a reduction in numbers received within the 3 working days prior to the start of the event cannot be accepted, and non-arrivals will be charged as quoted.

If the customer requires a change of date, every effort will be made to accommodate this, however, the provision of the same room, equipment and additional requirements cannot be guaranteed. Hire charges will be in line with the price lists effective at the time of booking. All prices quoted are exclusive of any applicable value added tax.

### **Payments**

The customer agrees and accepts to make payment for the meeting room hire and the services at the prices confirmed in the event contract. The final invoice will be issued within final confirmation of customer.

The customer agrees to pay the company on demand for any food, beverages or other service not provided for in the agreement but made available upon request of the customer at any time.

### **Cancellations**

Upon Cancellation, the customer is required to cancel any bookings 1 day prior to the event. Failure to cancel during this period will result in a cancellation fee.

### **Damage**

The customer shall be responsible for any damage caused to the company’s property or any part of it (including without limitation furnishings or equipment) as a result of any act or neglect of the customer. The customer shall pay the company on demand the amount required to make good or remedy any such damage. No items are to be affixed to the walls, floors or ceilings of any part of the company’s property without the company’s prior written consent.