



The Well Retford Baptist Church,
Hospital Road, Retford, Notts, DN22 7BD
tel: 01777 702344
email: admin@thewellrbc.org
www.thewellrbc.org

Event Booking Form

Date of Event	Time of Event	Arrival Time	Departure Time

Please note that time booked must make allowance for setup and set down time

Name of Event	Rooms Booked

Room Layout

No Delegates	Theatre	Boardroom	Cabaret	Other (please specify)	Extra Tables Required?

Equipment Required

Flip Chart Stand	Flip Chart Paper	Flip Chart Pens	DVD player	Projector Connection	PA System

Internet Access	Loan Laptop	Clicker	Technical and A/V Support

Catering Requirements

Number to be catered for: _____

Tea and Coffee	Biscuits	Menu 1	Menu 2	Menu 3	Soup	Cakes	Water on tables

Timings for Tea and Coffee: _____

Time for lunch: _____

Additional Information / Special Dietary Requirements

Please see overleaf for hiring conditions

Hiring Conditions

1. A non-refundable deposit of £20 or 20% of the hiring charge, whichever is the greater, must be paid with the booking. This deposit will be non returnable in case of cancellation. An additional charge will be made to the User in the event of The Well Retford Baptist Church ("The Well") receiving notice of cancellation as follows:
 - Less than 5 working days notice = Full payment of the outstanding balance
 - One weeks' notice = 50% outstanding balance
 - Two weeks' notice = 25% outstanding balance
 - Three weeks' notice = 10% outstanding balance
 - One months notice = Deposit
2. The agreed fee for the use of the premises must be paid within 30 days from the date of the invoice.
3. The Well retains control, possession and management of the premises and the User has no right to exclude The Well's staff from the premises.
4. The User is responsible for all damage howsoever caused (other than fair wear and tear) to the premises or any of the fixtures, fittings or equipment by the use of the premises.
5. The premises may only be used by the organisation and for the purpose and duration indicated on the hiring form or email submitted to The Well.
6. The Well may be entitled at any time, on giving reasonable notice to the User, to require the User to transfer, if possible to alternative or comparable space elsewhere within the buildings. Please note that The Well reserves the right to cancel the booking if no such space is available and the charge for that session will be waived.
7. After the use of the premises it must be left in a clean and tidy condition with all the furniture, equipment, doors and windows left in the same position as at the commencement of the hiring.
8. The User must ensure that during the use of the premises (a) no person smokes and (b) no alcohol is supplied or consumed unless agreed in writing by The Well prior to the event.
9. The User must not leave in the premises any equipment, furniture or articles of any kind unless by prior agreement from The Well who reserve the right to charge a separate fee for the provision of any such specified and agreed storage space.
10. The User agrees that The Well accept no responsibility for injury or loss to person or property arising out of the use of the premises apart from such injury or loss which arises from The Well's responsibility for the general maintenance of the premises and the User will keep The Well indemnified against any claims for which The Well is not responsible.
11. The User has the responsibility to notify The Well of any defect in the premises or in any of the property's furniture or other equipment.
12. The User will ensure that all those using the property are aware of all appropriate safety procedures. **Please note that in the event of a fire or other emergency the User is responsible for the safety and wellbeing of the User's party/group**
13. The Well may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
14. Where premises are to be used by children and or vulnerable adults, the User agrees to comply with all Government guidelines.
15. The User shall not do, cause or permit to be done any act or thing during the carrying out of the Permitted Activities, which, in the sole and absolute opinion of the Owner, is inconsistent with or is contrary to the charitable objects of the Owner or its core values, ethos, beliefs and practice.
16. The User shall ensure they have appropriate insurance to cover such risks as are caused by the user's activity and use of the property and shall at the request of The Well provide details of such cover.
17. **The User shall notify The Well of any food allergy or dietary requirements their booking they can be catered for accordingly.**

Name of Group/Organisation	Contact Name	Contact Number	Contact Email

Invoice Address	Registered Charity Number

Signature: _____ Date: _____

Confirmation of booking:- *(To be completed by The Well bookings officer)*

I confirm on behalf of The Well Retford Baptist that the booking as indicated on this form is accepted, subject to the hiring conditions and to the payment of the agreed fee.

Signed <i>Operations Manager / Community Coordinator</i>	Deposit paid:	Date	
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PLEASE MAKE CHEQUES PAYABLE TO RETFORD BAPTIST CHURCH