

**SOAR WORKS**

**BOOKING REQUEST FORM**

**Your Details**

|  |  |
| --- | --- |
| Organisation |  |
| Please tick as appropriate if you are a Tenant/Community Group or Charity  | **Tenant (please tick)**[ ]  | **Charity (please tick)**[ ]  | **Community Group (please tick**[ ]  |
| Contact Name  |  |
| Contact Number |  |
| Contact Email  |  |

**Event Details**

|  |  |
| --- | --- |
| Event/Meeting Name |  |
| Number of attendees |  |
| Date(s) required |  |
| Start time(Please allow time for set up) |  |
| End time(Please allow time to clear away)  |  |

**Where did you hear about us?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Colleague [ ]  | Social Media[ ]  | Another Organisation[ ]  | Word of Mouth[ ]  | Other [ ]  if yes where? |

**Room Required Please tick room required**

|  |
| --- |
| **Conference Room** (with interactive white board and projector up-to 30 theatre style, 20 board room style)  |[ ]
| **Meeting Room 1 *(***withWhite board for projections up-to 10 people)  |[ ]
| **Meeting Room 2 *(***withWhite board for projections up-to 10 people)  |[ ]
| ***Meeting Room 3* (**withIntegrated PC with large screen monitor - Comfy seats for 4 people, can fit up-to 10)  |[ ]
| **Interview Room *(***more suitable for intimate meetings can fit up-to 4) |[ ]

**Room Layout required**

Room layout is boardroom style as standard though other arrangements can be made in advance. Please state below if you would prefer a different layout e.g. Theatre or Horseshoe.

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| --- |
|  |

**Equipment required Please tick appropriate**

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| --- |
| Projector/screen (£8 per day) |[ ]
| Whiteboard (Meeting room 1 & 2 only) |[ ]
| Flip Chart (paper & pens) (£7.00) |[ ]
| Urn & cups (£6.00) (bring your own coffee/tea) |[ ]

**Refreshments Please tick if required**

|  |
| --- |
| £2.00 per head, includes biscuits, tea & instant coffee |[ ]
| £2.50 per head includes biscuits, tea & fresh coffee (**Conference Room only**) |[ ]

Please speak to us if you have any additional catering requirements e.g., sandwiches/buffet etc.

**Invoice Details**

|  |  |
| --- | --- |
| Invoice Name |  |
| Invoice Email |  |
| Purchase Order Number |  |

**Price Guide Please Note: Prices shown are exclusive of VAT. ( VAT will be added)**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Room | Hourly | Full Day (8hrs)**NEW Rates** | **If you are a tenant, charity or community group** – please speak to us about additional discounts for block/repeat bookings. |
| Conference Room | £20 | £135 |
| Meeting Room 1 & 2 | £14 | £95 |
| Meeting Room 3 | £16 | £110 |
| Interview Room | £9 | £60 |

**Cancellation Policy - c**harges apply to the room booking fee.

|  |  |  |
| --- | --- | --- |
| **At least 7 days’ notice** | **2-7 days’ notice** | **Less than 2 days’ notice** |
| No charge | 50% charge | 100% charge |

**Cancellation of catering:**

All catering cancellations must be received 2 full days prior to the date requested. Failure to do so will incur a full 100% charge.

**Car Parking:**

Visitor’s parking spaces are numbers 45 – 52 and operate on a first come first served basis. If you arrive at SOAR Works and these spaces are already taken, please park off site. There is a large amount of unrestricted parking available just around the corner across from Margetson Crescent Shops.

I have read and accept the Terms and Conditions for room hire at SOAR Works.

***Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Please return completed forms to:** Centres@soarcommunity.org.uk

