



**GMB BRIGHOUSE OFFICE
BOOKING FORM
CONFERENCE/MEETING & INTERVIEW ROOMS/IT SUITE**

Please complete and return to:

Carina Coenen, GMB Brighthouse Office, Clifton House, Clifton Road, Brighthouse HD6 1SL or email to carina.coenen@gmb.org.uk

Company Name:

Address:

.....

..... Post Code:

Tel No: ... Fax:

E-mail: ...

NAME OF CONFERENCE/MEETING:

.....

Date(s) Required: No. Attending:

Commence at: Approx Finish at:

ROOM REQUIRED: (Please indicate with a tick & see Price List Form)

Meeting Room 1 <i>(Max 10 BRS)</i>		Meeting Room 2 <i>(Max 10 BRS)</i>	
Interview Room 3 <i>(Max 4 single table)</i>		Conference Room <i>(Max 22BRS; 30TS; 16US; 16CRS;18CS) *</i>	
IT Training Suite <i>(Max 18 laptop spaces available or Max Desk Space 20)</i> Break Out area <i>(Max 20 CS)</i>			

CONFERENCE ROOM LAYOUT (Please indicate with a tick) (Please see attached lay out plan)

Board Room Style (BRS)		Theatre Style (TS)	
'U' Shape Style (US)		Classroom Style (CRS)	
Cabaret Style (CS)			

FACILITIES REQUIRED: (Please indicate with a tick & see Price List Form)

Flipchart & Pad		Writing Pads and Pens	
Projector & Screen		Laptop	

REFRESHMENTS REQUIRED: Yes No

CATERING REQUIRED: Yes No

Please complete Price List Form

Please complete Price List Form

Please advise GMB of any special needs to ensure equality of access and use of our services by people from all groups in society

Signed:

Date:

Print Name:

**Room Style Abbreviations: TS = Theatre BRS = Board Room CR = Classroom CS = Cabaret Style US = 'U' Shape*

**GMB BRIGHOUSE OFFICE
CONFERENCE/INTERVIEW ROOMS/IT SUITE
PRICE LIST FOR FACILITIES**

Please complete your requirements in conjunction with the Room Booking Form and return to:
Carina Coenen, GMB Brighthouse Office, Clifton House, Clifton Road, Brighthouse HD6 1SL
Tel. 0845 337 7777 Email: carina.coenen@gmb.org.uk

CONFERENCE ROOMS***(i) Conference Day Delegate Rates (per delegate)***

£15.00 per full day (8 hrs) () 9.00am - 5.00pm
£11.00 per half day (4 hrs) () 9.00am - 1.00pm or 1.00pm - 5.00pm

Incorporated in the above price is:

- Room Hire
- Refreshments
- Flipchart & Pad
- Projector & Screen (Please indicate on booking form if required in room)
- Laptop
- Writing Pads & Pens
- Buffet Lunch

Please advise of any Special dietary requirements:

.....

(ii) Conference Room Hire/IT Suite Only Rates (per room, excluding equipment & refreshments)

£ 40.00 per half day 4 hrs 9.00am - 1.00pm or 1.00pm - 5.00pm ()
£ 80.00 per full day Max 8 hrs 9.00am - 5.00pm ()

MEETING ROOMS/INTERVIEW ROOM

(per room, excluding equipment & refreshments)

Meeting Room 1 (Seats 10 Max) - £12.00 per hour ()hrs
Meeting Room 2 (Seats 10 Max) - £12.00 per hour ()hrs
Interview Room 3 (Seats 4 Max) - £ 8.00 per hour ()hrs

Note All rooms and facilities are available for hire for weekend and evening meetings.

EQUIPMENT & FACILITIES

Projector & Screen - £15.00 per day/£8.00 half day
Laptop (18 available) - £5.00 (each) per day/£2.50 half day (each)

SECRETARIAL SUPPORT

Photocopying @ 3p per sheet
Fax @ 50p per sheet

BUFFET LUNCH

£6.75 per head

REFRESHMENTS

Tea, Coffee, Biscuits & Water:

£1.50 per head per half day ()
£3.00 per head per full day ()
£1.00 per litre of juice () No. Reqd

Please advise GMB of any special needs to ensure equality of access and use of our services by people from all groups in society



Terms and Conditions of Room/Equipment Hire:

Opening Hours

Monday - Friday	9.00am - 9.00pm
Saturday	10.00am - 4.00pm
Sunday	10.00am - 4.00pm

Bank Holidays

Please note the facilities will be closed on the following statutory holidays:

Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Day Bank Holiday Monday, Spring Bank Holiday Monday and August Bank Holiday Monday.

Meeting Rooms/Equipment

- The room/s will be laid out as requested on the Booking Form by the Hirer.
- The Hirer will be responsible for the behaviour of those present and for ensuring activities and persons do not cause a nuisance.
- Any breakages or damage to the rooms or equipment or any extra cleaning necessary to return the building, rooms, contents, equipment or any other facility to an acceptable condition will be charged to the Hirer.
- The Hirer will vacate the room on the expiry time as agreed by the GMB.
- The Hirer will only use those parts of the premises and facilities specified in the agreement.
- Food and/or drink **must not** be consumed at or around workstations.
- The Hirer will be responsible for clearing the computer's hard drive and internet history of any training provision on completion of their training.
- No professional technical support other than secretarial support is available on site. It is expected that the Hirer knows how to use the equipment to be hired.

Parking

- Car park facilities provide a maximum of 22 parking spaces which will be subject to availability dependent on the demands of the GMB Staff.
- Additional parking is located in Tesco's car park (next door to the GMB offices) Note 3 hours maximum stay.
- The GMB will not take responsibility for any parking charges incurred by the Hirer/User.

Personal Belongings

- GMB Yorkshire & North Derbyshire Region except no responsibility for the Hirer's/Users property if used on or brought to the premises, for either loss or damage other than negligence by a member of GMB staff.

Smoking Policy

- A 'No Smoking' policy is in force throughout the building. A designated smoking area is located at the rear of the property which is clearly outlined in the Housekeeping rules.

Fire Procedures/Health & Safety

- The Hirer/User will observe and comply with the housekeeping and security rules of the GMB as displayed in both the IT Training Suite and Conference Room.
- The Hirer/User must familiarise themselves with the identified evacuation procedures.
- Any Health & Safety issues should be reported immediately to a member of GMB staff.

Payments

- A 50% deposit will be required to secure bookings. Final balance to be paid 14 days prior to the meeting date.
- GMB reserve the right to waiver rental charges on equipment.
- Final numbers etc. should be notified no later than 2 working days before the meeting.
- Food and refreshments will be charged on numbers confirmed as at 2 working days prior to the meeting.
- Should an event exceed the hours stated and agreed for your event, the GMB reserve the right to charge and additional £10.00 for every hour or part of.
- Payments should be made by cheque payable to GMB or by bank transfer to:
Account No. 33010724 Sort Code 08-60-01

Cancellations

- Cancellation charges apply to the total booking value, to include room hire, pre-booked catering, equipment hire. (The charge may be waived at the discretion of the GMB if we are able to re-book the room.
- Any cancellation of a confirmed booking **must** be given in writing following a telephone call.
- The following cancellation charges will be applied as follows:

More than 1 months notice	-	Full amount will be reimbursed to the Hirer
Within one month	-	20%
Within two weeks	-	50%
Less than 7 days	-	100%

Breach of Terms & Conditions

The GMB may terminate or suspend the booking at any time for any of the following reasons.

- If in the opinion of the GMB the premises or rooms have become unfit for use, in which case any fees paid to date will be refunded, except in the case where the unfitness arises as a result of the actions of the Hirer or their guests.
- If in the opinion of the GMB the circumstances are such that the continuance of the booking would be likely to lead to an unacceptable risk to the public or a breach of the peace.
- For non payment of fees due as set out in the Booking Confirmation.

The decision to terminate or suspend this hiring under any of the above reasons shall be at the GMB's discretion alone and any such decisions shall be final. The GMB will give to the Hirer prior notice so far as is practicable in the circumstances but shall not be liable for any damages or consequential loss or additional expense incurred or sustained by the Hirer arising out of any such termination or suspension.

I agree with the Terms and Conditions as set out above

Signed:

Name:

Date: