VISIT SOLDIERS OF GLOUCESTERSHIRE

Regimental Boardroom Booking Form

Booking contact		**Company name**	
Address			
Telephone no.			
Email address			

Event Information

Date of hire		**Public / Private**		**No. attending**	
Event leader		**Contact details**			
Event title					

Room Layout (please select)		**Hire Times** (total access time)	
Boardroom		**From:**	
Lecture		**To:**	
Other			

Equipment Needed

Smart TV Screen (65", for use as monitor) - £15		**Laptop** (for use with screen for presentations) - £10	
DVD Player - £5		**Flipchart** (including pens and paper) - £15	

You are welcome to bring your own laptop for use with the screen. If you intend to do this please let us know, so we can make sure you have the correct cables to connect to the screen successfully.

Please return your signed and completed booking form to us via post, email, or in person, along with your 20% deposit. Deposits can be paid via card, in person, or by cheque (made payable to 'The Soldiers of Gloucestershire Museum'. Terms and conditions of hire are attached to this form.

I hereby make application to hire the above spaces and services for the purpose set out above.
I have read and agree to abide by the terms and conditions of hire. I confirm that I am over 18 years of age.

Signature of hirer		**Today's date**	

£	**Deposit required – 20%**	**PO Number** **(If you would like a purchase order number detailed on the final invoice, please confirm the number here)**

VISIT SOLDIERS OF GLOUCESTERSHIRE

Custom House, Gloucester Docks
Gloucester, GL1 2HE
Tel: (01452) 522682 www.soldiersofglos.com
Email: curator@sogm.co.uk

Catering Requirements

Option	Price (per person, per sitting)	Number of people	Serving times *(i.e. 1pm & 3pm)*	Total cost
Hot Drinks				
Tea and coffee	£1.00			
Tea, coffee and biscuits	£1.50			
Tea, coffee and pastries	£3.50			
Cold Drinks				
Orange juice (1L)	£1.50			
Bottled Still Water (750ml)	£2.00			
Bottled Sparkling Water (750ml)	£2.00			
Food				
Light sandwich lunch Selection of sandwiches (on white and granary bread) with fresh fruit	£6.00			
Sandwich lunch plus As 'light sandwich lunch' PLUS cakes and assorted crisps	£8.00			

All prices are charged per person, per serving, unless otherwise stated.
Final numbers for all catering requirements need to be received at least 10 working days in advance of the hire.
There is no guaranteed refund should your catering requirements be reduced after this date.
Please note: Customers are not permitted to bring their own catering to an event without prior permission.

Signature of hirer		**Today's date**	
£	**Deposit – 20%**	**PO Number** (If you would like a purchase order number detailed on the final invoice, please confirm the number here)	

A deposit of 20% of the total hire fee is payable upon booking. A booking cannot be confirmed until the deposit has been received. Once the deposit has been received and the booking confirmed, the remaining balance must be paid no later than 10 working days prior to the booking date.

Provisional bookings will be held for 7 days, after which time the deposit must be paid. If the deposit is not received the booking will be cancelled and no monies due.

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Terms and Conditions of Hire

TERMINATION BY THE SOLDIERS OF GLOUCESTERSHIRE MUSEUM (hereafter referred to as 'The Museum')

- The Museum reserves the right to terminate the Agreement at any time. Upon such termination the Museum shall return to the Hirer any monies paid in respect of the application (including the deposit), but shall be under no liability to the Hirer for loss or damage which the Hirer may sustain as a result of such termination.
- The Museum shall be entitled to cancel the hiring and effect immediate vacation of the Premises if the Hirer fails to observe the terms and conditions of hire.
- The Museum shall be entitled to cancel the hiring if at any time prior to the commencement of the function it appears to the Manager that the Hirer has made material omission or miss-statement in the application form.
- The Museum shall be entitled to cancel the hiring if the hirer fails to return the appropriate booking form, and agreed deposit prior to the date of the hire.
- In the event of termination being due to the first three points or to some default of the Hirer, the Museum will retain the deposit and any other such sums to cover expenses incurred by such a termination.

TERMINATION BY THE HIRER

- The Hirer shall have the right to terminate the Agreement in writing to the Manager at any time prior to the date of hiring.
- If the cancellation is made prior to 10 working days before the event, the Museum will retain the deposit only.
- If the cancellation is made within 10 working days of the event the Museum will be due 33% or 1/3 of the hire charges or the deposit whichever is the greater.
- If the cancellation is made within 5 working days of the event, the Museum will be due 100% of the hire fees.

USE OF PREMISES HIRED

No part of the Premises shall be used for any purpose or purposes other than those specified on the agreement or for which they are intended.

STATE OF THE PREMISES

- The Hirer shall leave the Premises in a good and clean condition. If, in the opinion of the Manager, the hiring shall cause excessive amounts of litter or the Premises are left in an unsatisfactory condition, the Hirer shall pay the extra cost involved in its removal and cleansing.
- Unless the Hirer shall show before the commencement of the hiring that any property of the Museum is damaged, all property on the Premises shall be deemed to have been undamaged at that time.

EXTRA TIME

- If any part of the Premises shall be used for any purpose before or after the times specified in the agreement, the Hirer shall pay the Museum on demand for such use in accordance with the scale of charges set out.
- The Museum or their staffs reserves the right to insist that a function commences and terminates at the times stated by the Hirer when making application for hire.

DATA PROTECTION

- Your personal data will be kept securely and will be destroyed three years after your event.
- If your personal data changes on the lead up to your event, please make the Museum aware.
- We will only contact you in relation to your event.
- We will never share your data with a third party.

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