

96 Shenley Road

Event Booking Form

Event Details:

Booking Date:		Booking Time Slot: Please circle appropriate time slot	9am-12noon 1pm-4pm 9am-11pm 1pm-11pm 5pm-11pm
Area Required:		Event Start:	
Type of Function: Please specify age of party			

Your Details:

Full Name:			
Address:			
Postcode:			
Mobile Number:		Home Number:	
Email:			

Terms of Payment:

Full payment- including damages deposit and any technical extras is due 4 weeks before the booking date.
Failure to do so may result in cancellation.

Contact Information:

Information at 96 Shenley Road:	Reception - 01442 454 001
Bookings:	Jamie - 01442 454 000
Technical Information:	Lee - 01442 454 000

Please return completed forms to – 96 Shenley Road Reception or Hire.96@InspireAll.com

The booking will not go ahead unless completed booking forms are returned.

Payment Details: Credit/Debit card payments at 96 reception or call 01442 454 000

BACS: Royal Bank of Scotland - Account Number: 10118145 Sort Code: 16-30-24

Cash payment can be made at 96 Reception



96 Shenley Road

Event Booking Form



Booking Notes:

Include any layout for your function (if needed) or any details we may need to know e.g. number of people attending, number of tables and chairs.



96 Shenley Road

Event Booking Form



The following terms and conditions 'henceforth known as 'conditions', 'terms' or any derivation thereof listed below form the basis of the contract between the Hirer and InspireAll 'also referred to as '96 Shenley Road'.'

These are subject to change at any time. Should you have any queries regarding our terms and conditions please do not hesitate to contact a member of the team.

Please ensure all contractors (Caterers/DJs/Entertainers) receive a copy of these terms and conditions. The individual whose name appears on the booking form accepts responsibility for the actions of Contractors, guests and staff who attend the event at 96 Shenley Road on the date of hire.

Any breach of the terms and conditions as set out below constitutes a violation of your booking contract and can result in surrender of damages deposit, additional charges and and/or cancellation.

All bookings are subject to the discretion of 96 Shenley Road management. 16th-21st parties and "entrance fee events" are strictly prohibited. 96 Shenley Road reserves the right to refuse admissions or suspend bookings without reason.

Fire Policy

- Smoking is not permitted in any part of the building or on the grounds. (This includes the car park and courtyard areas.)
- Artificial Smoke, Haze, Snow and Flame Machines are not permitted at any time on site at 96 Shenley Road.
- Cooking is only permitted within the kitchen. Food may be served in the area that your booking takes place.
- The kitchen is included in your booking hire if you are hiring the whole hall or the main hall. For conference or meeting rooms please speak to a member of the team to arrange a kitchen booking (Subject to additional charges.)
- All fire exits and escape routes must be left clear at all times. The Manager on Duty reserves the right to suspend or cancel any event until all obstructions have been cleared.
- The use of naked flames is strictly prohibited at all times, including those from a candle/sparkler. The Manager on duty reserves the right to suspend any event or function at any time should an issue arise. The Manager on duty will decide when/if to resume the event if they are satisfied that it is safe to do so in line with Inspire All's Health and Safety policies.
- The Hall is a maximum capacity of 150 people.

Decorations

- Blu-Tack, Sellotape, double sided tape and string are not to be used on the walls or curtains. The only method that may be used to hang decorations is by using safety pins attached to curtains. Any cost incurred to InspireAll having to remove residue left on the walls or curtains will be deducted from your damages deposit.
- Helium Balloons must be tied down at all times. Any cost incurred to InspireAll having to remove balloons from the ceiling will be deducted from your damages deposit.
- The use of any type (including hand held and cannon devices) of confetti is prohibited.



96 Shenley Road

Event Booking Form



Payments, Deposits & Cancellations

- Full payment must be made at least 30 days before the hire date including any deposit payments, InspireAll reserve the right to cancel or amend any unpaid bookings or reservations at any time.
- InspireAll reserves the right to cancel any booking without liability on its part in the event of damage or destruction to 96 Shenley Road by fire or any other causes beyond its control, which shall prevent it from performing its obligations in connection with any booking.
- Cancellations by hirers, after payment has been made and booking form received must be made in writing and may be subject to charge.
- The initial deposit is non-refundable, this is then deducted from your balance prior to final or additional payment.

Equipment

- We have 20 qty - 6ft wooden fold out rectangular tables; we are unable to provide table cloths or table covers.
- We have 10 qty - 5ft wooden fold out circular tables; we are unable to provide table cloths or table covers.
- All tables must be covered using appropriate table cloths. Any cosmetic or physical damage to tables will result in loss of deposit.
- We are able to supply 150 Black padded chairs. Our team will assist in setting out the area as required, please specify on your booking form in advance.

Arrival, Departure and Preparation time

- Please specify the requested booking slot on your booking form, the venue is chargeable from the time setting up of your event until all guests, staff, equipment and personal belongings have been removed.
- The hirer will not be allowed access earlier than the allocated time unless agreed in advance which will be subject to additional charges.
- The hirer may not have equipment/furniture/catering or similar delivered to site any sooner than the agreed booking start time.
- The hirer may not leave equipment on site for collection at a later time or date unless agreed in advance which will be subject to additional charges and storage costs.
- The hirer agrees that for an all-day / evening booking all guests will have vacated the premises by 11:00pm and that any contractors will be off the premises by 11:30pm. Failure to comply with this will result in the loss of your damages deposit.



96 Shenley Road

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Parking

- There is NO PARKING on site at 96 Shenley Road. You may use our loading bay to deliver and collect equipment. All cars must be parked elsewhere during your event.
- Please note that there is a height restriction on the loading bay access of 2.75 meters.
- Failure to vacate the staff parking area or loading bay on request may result in the Manager on Duty suspending your event.
- Parking in a non-designated space to load and unload vehicles (subsequently blocking fire exits) will result in your event being suspended immediately.
- Unauthorised use of the electric entrance gates to the loading bay is in breach of Inspire All's security policies and will result in your event being suspended immediately.

Technical

- Disco lighting is included in the cost of your booking. Our staff are able to turn these on and off as and when you require.
- Additional lighting is available by arrangement with the Operations Manager. This includes lighting for speeches, theatrical lighting, uplighters and mirror balls. For more information and costs please arrange to speak to the Operations Manager by calling a member of the team.
- The sound system is included in your booking. A member of the team will set this up for you so you are able to plug in any playback device which uses a standard 3.5mm jack. Amplified or powered input lines are prohibited unless discussed in advance with the Operations Manager.
- 96 Shenley Road's music licence states all amplified music must stop at 10:30pm. This is non-negotiable.
- Additional sound equipment for live performances is subject to additional charges. You will also require a member of our trained technical staff to set this up and assist with any operation. For more information and costs please arrange to speak to the Operations Manager by calling a member of the team.
- Our state of the art Sony Cinema Projector with 7:1 surround sound is subject to additional charges. Media is playable through a laptop with a HDMI output or through our BluRay player.
- Please also note that our system will not allow music and projector to be used simultaneously. If you require music and projection you will need to supply your own PA or projector. The use of our projection screen surface is free of charge.

Kitchen

- We have a fully operational training Kitchen. Use of the kitchen is included in your booking if you have hired the whole hall or main hall, unless otherwise indicated. Should you have any query relating to use of the equipment in the kitchen please contact a member of the team.



96 Shenley Road

Event Booking Form



- 96 Shenley Road are not responsible for providing the hirer or the user with any form of personal protective equipment whilst using the kitchen. Users of the kitchen are to provide their own oven gloves, hair nets, aprons, etc. Without proof that the hirer or user has the appropriate PPE for work, restrictions may apply.
- 96 Shenley Road are responsible for ensuring the kitchen is ready for use upon your time of arrival. However hirers and users are expected to wipe down all surfaces prior to use, to be sure of a clean working environment. Hirers and users are expected to leave the kitchen in a clean and tidy manner, as it was found, to decrease the risk of any contamination.
- Hirers are expected to provide users with the appropriate food hygiene services such as colour coded knives and chopping boards to avoid physical contamination.
- 96 Shenley Road are not obliged to offer any discount, refund or other arrangement if any equipment is unavailable on the day of your hire. In the event of equipment being unavailable we will strive to inform you as soon as possible.

Security

- The hirer must supply a minimum of one security guard for evening functions.

Terms and conditions are subject to change. All equipment is subject to availability and functionality

By signing this document you agree that you have read and agree to the terms and conditions in full for the hire of 96 Shenley Road and understand that all payments are non-refundable.

Full Name:

Signature:

Date:



96 Shenley Road

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Contractor Information:			
	Company:	Contact Number:	Issued with Terms & Conditions:
Caterer:			<input type="checkbox"/>
DJ:			<input type="checkbox"/>
Furniture:			<input type="checkbox"/>
Partyware:			<input type="checkbox"/>
Other:			<input type="checkbox"/>
Other:			<input type="checkbox"/>
Other:			<input type="checkbox"/>

For Office Use Only:			
Amount Paid: _____ M.O.P- Cash/Card Receipt Number: _____ Date: _____			
Amount Paid: _____ M.O.P- Card/Card Receipt Number: _____ Date: _____			
Damages Amount: _____ M.O.P- Card/Cash Receipt Number: _____ Date: _____			