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| Room Booking Form |
| Please note: Nottingham Women's Centre is a women only space and therefore men will not be able to use the Centre, its rooms or facilities |
| Name |  |
| Organisation |  |
| Registered Charity no/PO no |  |
| **For Invoice Purposes** |
| Address |  |
| Telephone |  |
| Email |  |
| **Type of Organisation** (please tick one) |
| Individual/Community Group  | Voluntary Sector  | Statutory/Private Sector  |
| **Booking Information** |
| Any mobility requirements?:  | Date(s) required: |
| Times required (please include preparation & clearing away): |
| **Type of Function** (please tick where appropriate) |
| How many women will be using the room? (approx.)  |
| Open to public or private?  | Can we share this event?  | Can we promote this event?  |
| **Other Equipment - price is per session, either 9am - 1pm or 1pm - 5pm, all day is double** (please tick if required) |
| Laptop & Digital Projector £10  | Flipchart, paper & pens £2.50  | Hot water urn & refreshments £5  |
| **Important Information** |
| Cancellation |
| If you need to cancel a room you have booked we need at least 5 working days’ notice (or 24 hours if the booking was made within this time) or you will be charged the full rental cost. |
| Access |
| There is no lift at the Centre. Room 1, Room 4 & the Basement Training Room are accessible to wheelchair users. Unfortunately, other rooms are not accessible but please contact us if you have specific requirements and we'll do our best to accommodate you in the Centre. |
| Declaration |
| I hereby undertake (for myself and on behalf of the organisation/group mentioned above, whose agent I am) to pay the appropriate charge stated within this form and to observe and perform all the conditions set out overleaf, which I have read and understood. I understand that the data contained in this form will be stored in line with GDPR. |
| Signed |  | Date |  |
| **Once completed please return to the address below:** |
| Nottingham Women's Centre, 30 Chaucer Street, Nottingham, NG1 5LPadmin@nottinghamwomenscentre.com 0115 9411475Charity Registration: 1105837 Company Limited by Guarantee: 5113835 |
| **In an emergency please contact the out of hours phone: 07935 953266** |

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| Room Booking Conditions |
| 1. Any woman or organisation wishing to book a room must complete a room booking form. This applies to tenant groups based in the Centre as well as external bodies.
2. The form should be signed, and a cost agreed between Nottingham Women’s Centre and the relevant party. The room booking will remain provisional until a booking form has been received.
3. Senior Management must give approval if a room booking is requested for an evening or over the weekend. An out of hours’ contract must be signed.
4. The Finance Manager will send an invoice to the users of the room.
5. Payment can be made before the room booking takes place, if the user would prefer to do this.
6. For cancellations, it is essential that at least 5 working days’ notice must be given, to guarantee a refund of payment. If less than 5 days is given, the full payment is required. To cancel a room booking a cancellation form must be completed and returned or an email requesting cancellation must be received.
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