

WELLS PLACE CENTRE LTD

ROOM BOOKING FORM

Please complete and return within 14 days.

Failure to do so may result in loss of booking.

This form is to book agreed facilities between
Wells Place Centre Ltd and:-

Invoicing Details:-
 NAME/ORGANISATION

Address (invoicing)

 Post Code Tel No:

E-mail address

CONFIRMATION Address (if different from above)

 Post Code Tel No:

F-mail address

Meeting / Course title

Number of people expected to attend (including speaker/trainer)

Contact Name on Day at Wells Place Centre

Declaration by the hirer
 I have read and agree to comply with the terms of hire agreement of which
 this booking form is part.

Signed..... Date

Print Name

All bookings are subject to our standard terms & conditions of business unless
 otherwise agreed in writing.

DATE ROOM/S REQUIRED
 Day.....
 Date

Time
to.....
 (this must include setting up time – use of the room
 more than 15mins either side of times given will be
 charged)

Charging Basis Requested (Tick box)

Standard/Business

Non-Profit Making
 Discount requested

Charitable please complete

Charity Reg. No:

NUMBER OF ROOMS

Room name(s)

ROOM SETUP (tick)

Boardroom

Theatre

Café

Classroom

U-Shaped Tables

Horseshoe

Equipment - (All subject to availability)

FLIP CHARTS Free (but we reserve
 the right to charge for pens not returned)

Overhead Projector & Screen
 (£2.65 for half day or £4.25 all day)

DVD/VHS Player & 19" TV
 (£3.80 for half day or £6.30 all day)

DVD/VHS Player & 36" TV
 Can also accept input from PC/Laptop *
 (£8.25 for half day or £14.65 all day)

Data Projector & Screen
 Can accept input from PC/Laptop *
 (£17.50 for half day or £35.00 all day)

* = PC/Laptop not supplied

Please Continue to Complete Catering and
 Other Information Overleaf...

IMPOTANT INFORMATION

Cancelations must be notified, in writing at least seven working days in advance of the event or you may be charged in full in accordance with our standard terms and conditions of business.

We reserve the right to change the room specified on the reverse of this form for an alternative room suitable for the number of attendees and stated purpose of this booking.

CATERING -

Do you require a Lunch? Yes

(Please complete and return separate Catering Booking Form if you require Lunches)

Tea/Coffee & biscuits? Yes

For how many.....

At:-am am/pmp.m.

Any additional information/instructions you wish to give.

HIRE CHARGES

A £2.95 Set-up fee will be added for each booking, per room, per day

ROOM NAME	FLOOR	Standard/Business	Non Profit Discounted	Registered Charity
Desborough Hall Boardroom 50 Theatre 150	Ground	£35.49 per hour	£19.35 per hour	£16.69 per hour
Scantabout Boardroom 20 Theatre 30	Ground	£15.35 per hour	£9.65 per hour	£7.60 per hour
Allington Boardroom 20 Theatre 30	First	£15.45 per hour	£9.75 per hour	£7.65 per hour
Boyatt Boardroom 16 Theatre 20	First	£15.35 per hour	£9.65 per hour	£7.55 per hour
Nightingale Boardroom 24 Theatre 50	First	£17.95 per hour	£10.95 per hour	£8.95 per hour
Bishopstoke Informal meeting 15	First	£15.25 per hour	£9.55 per hour	£7.50 per hour
Woodside Informal meeting 6	Second	£15.15 per hour	£9.35 per hour	£7.25 per hour
Stoneham Boardroom 10	Second	£15.25 per hour	£9.55 per hour	£7.50 per hour
Fair Oak Boardroom 24 Theatre 50	Second	£17.95 per hour	£10.95 per hour	£8.95 per hour

Prices effective from 4th January 2011. We reserve the right to increase prices on all bookings as necessary.

Please return to:-



Wells Place Centre Ltd
Wells Place
Eastleigh SO50 5LJ

Tel: 023 8061 3210
Fax: 023 8064 1299
E-Mail: info@wellsplace.org.uk
VAT Reg: 866 3434 04
Company No: 05763294

Wells Place Centre Ltd is wholly owed by, and part of Eastleigh Baptist Church

WELLS PLACE CENTRE LTD

CATERING BOOKING FORM

Please complete and return within 14 days of booking date

Failure to do so may result in us not being able to provide catering facilities.

This form is to book agreed catering facilities between Wells Place Centre Ltd and:-

NAME/ORGANISATION
Contact Tel No:
E-mail address

DATE ROOM/S BOOKED
Day.....
Date
Room
Time Catering to be served
.....
Number of to be Catered for
No of Vegetarian Options
Other dietary requirements please note overleaf

Meal Menu (see over for full details of each meal)	Number	@ cost per person(pp) or each item (ei)	Total
Special Buffet Meal		£8.25 (pp)	£
Jacket Potato Meal		£7.75 (pp)	£
Executive Sandwich Meal		£7.45 (pp)	£
Baguette Meal		£7.45 (pp)	£
Ploughman's Meal		£5.95 (pp)	£
Budget Meal		£3.95 (pp)	£
Options			
Bottled Water (individual size)		£0.95 (ei)	£
Cold Drink Can/Cartoons		£0.85 (ei)	£
Danish Pasties or Cakes		£0.85 (pp)	£
Fruit Bowl (min serving 5 people)		£0.75 (pp)	£
Flask of Hot Water (serves max 20)		£1.05 (ei)	£
Cups/holders (for use with above)		£0.04 (ei)	£
Jug of Milk (0.5ltr)		£0.50 (ei)	£
Bowl of Crisps (serves max 20)		£1.50 (ei)	£
		Total (ex VAT)	£

Tea, Coffee, and Biscuit orders should be made on the main Room Booking Form

<p>PLEASE NOTE:</p> <p>Final numbers for food catering MUST be confirmed 5 working days prior to booking. Failure to do so will result in being charged for original number at full price. Tea/Coffee cancelled less than 2 hours before booking time will be charged.</p> <p>Prices are subject to change and all foods listed are subject to availability.</p> <p>Approximate numbers MUST be given at time of booking.</p> <p>Multiply meal types can not be booked without prior agreement All catering is subject to VAT at applicable rate Prices shown EXCLUDE V.A.T.</p>	<p>Signed</p> <p>Print Name</p> <p>Date</p> <p>All bookings are subject to our standard terms & conditions of business unless otherwise agreed in writing.</p>
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Any additional information/special dietary requirements needed.

SPECIAL BUFFET MEAL

Sliced Ham, Coronation Chicken and Quiche, served with a selection of 3 salads and crusty bread.

Cheese Board

Cakes

Fruit Juice



JACKET POTATO MEAL

Oven Baked Jacket potatoes with butter and a selection of fillings, served with Salad Bowl and homemade coleslaw.

Cakes

Fruit Juice



EXEC SANDWICH MEAL

Selection of Brown and White Sandwiches with a variety of fillings. Served with a selection of savoury snacks and crisps.

Cakes

Fruit Juice



BAGUETTE MEAL

Selection of filled baguettes & croissants with a variety of fillings. Served with cherrv tomatoes, crisps and homemade coleslaw.

Cakes

Fruit Juice



PLOUGHMAN'S MEAL

Cheese, Ham, Pickle, Coleslaw

Crusty Bread, Salad Garnish

Served with a piece of cake.



BUDGET MEAL

Smaller selection of homemade Sandwiches, served with a piece of cake.



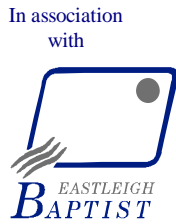
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WELLS PLACE CENTRE Ltd

Wells Place
Eastleigh
S050 5LJ
Telephone: 023 8061 3210
Fax: 023 8064 1299

Standard Terms and Conditions of Business

1. Interpretation: The following meanings apply in this document:-

- 1.1 The 'Customer' or 'User' is any person, club, society, organisation or company using the amenities and/or facilities of the centre as defined by section 12 of The Unfair Contract Terms Act 1977.
- 1.2 'Terms & Conditions' means the conditions, restrictions and benefits as laid out in this document, and other special conditions applied to a particular transaction.
- 1.3 'The Supplier', 'The Provider', 'The Company', or 'WPC' is Wells Place Centre Ltd, a private limited company, wholly owned and operated by Eastleigh Baptist Church, a registered Christian charity.

2. General:

- 2.1 These Terms & Conditions shall be deemed to be incorporated into all agreements, contracts, quotations and invoices of Wells Place Centre Ltd.
- 2.2 Any variation to these Terms & Conditions is inapplicable unless agreed in writing and signed by a director of the company.
- 2.3 These Terms & Conditions shall not affect the Companies or the Customer statutory rights under English law.
- 2.4 The areas available for hire/use relate to the room(s) hired, entrance area, toilets, stairways, lift, and circulation space for the purpose of access.
- 2.5 Wells Place Centre Ltd reserve the right of entry to any part of the premises at all times for themselves or their authorised representatives.
- 2.6 Outside the agreed hire period, the Wells Place Centre is private property.

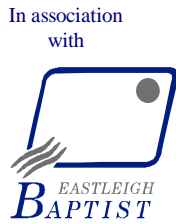
3. Price and Payment:

- 3.1 Rates and Prices are subject to review and change without prior notice.
- 3.2 The Rate and Price charged will be those applicable at the time of use of the facilities, which may differ from the rate applicable at the time of booking.
- 3.3 The company will take reasonable steps to inform customers of any price increases at least 21 days before they become effective.
- 3.4 Payment is requested by invoice following use of the facilities, to allow for any extra items on-the-day. However, Wells Place Centre reverse the right to require a deposit against charges or possible damage as it sees fit.
- 3.5 Payment is due on presentation of the invoice. Wells Place Centre Ltd is not a licensed credit agent and does not therefore offer credit terms.
- 3.6 Wells Place Centre Ltd reserve the right to suspend facilities for customers with outstanding invoices.
- 3.7 Wells Place Centre Ltd reserve the right to charge interest on overdue invoices (at up to 8% over Bank of England base rate) in accordance with The Late Payment of Commercial Debts (Interest) Act June 1998.

4. Catering:

- 4.1 To ensure Hygiene standards are maintained, only food supplied by Wells Place Centre Ltd can be consumed on the premises without prior consent in writing. However if individual room users wish to bring their own packed lunch, this is acceptable, provided it is consumed in the room booked. The use of outside caterers is not permitted without express permission in writing.
- 4.2 Only food and refreshments purchased in the Coffee Shop may be consumed in the Coffee Shop.

Continued.....



WELLS PLACE CENTRE Ltd

Wells Place
Eastleigh
S050 5LJ

Telephone: 023 8061 3210

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Standard Terms and Conditions of Business (continued)

5. Suppliers Obligations:

- 5.1 Wells Place Centre Ltd will use it's best endeavours to provide the facilities advertised with reasonable skill and care, and to a reasonable standard.
- 5.2 Wells Place Centre Ltd will use it's best endeavours to ensure the centre is operated in a safe manner and will compile with all the appropriate and necessary Health and Safety requirements.
- 5.3 Wells Place Centre Ltd accepts responsibility for ensuring all equipment supplied or made available for use by the centre is correctly maintained and free from known defect.
- 5.4 Wells Place Centre Ltd will ensure that the premises are adequately insured.

6. Customer Obligations: To enable Wells Place Centre Ltd to meet it's obligations and for the reasonable enjoyment of all customers:-

- 6.1 The Customer shall not sublet the hired space and associated areas as defined in 2.4 above, nor seek to assign the benefits or burden of the agreement to third parties.
- 6.2 The Customer shall vacate the hired space by the end of the agreed time.
- 6.3 The Customer will be responsible for the behaviour of persons within their group in the use of the areas of hire and associated facilities as defined in 2.4 above.
- 6.4 The Customer shall not allow interference to the quiet enjoyment of other users of the centre to occur.
- 6.5 The Customer shall not allow:- alcohol, drugs (other than prescription), knives and other offensive weapons, explosives or any type of pyrotechnic devices, or any illegal substances, to be brought into the centre, unless prior written consent has been obtained.
- 6.6 Where appropriate, The Customer will ensure they have an appropriate vulnerable person policy in place and if requested supply a copy of that policy to Wells Place Centre Ltd. The care of vulnerable persons, remain at all times the responsibility of the leader of the group they are part of.
- 6.7 The Customer undertakes not to allow:- Smoking on the premises in accordance with current legislation.
Gambling with the exception of raffles or draws for charitable purposes.
Tampering with the equipment or fabric of the centre.
- 6.8 The Customer also undertakes to be:- Responsible for any damage to the fabric of the centre or equipment during use.
Responsible for any loss, damage or injury to persons within or outside their group while undertaking activities under their control.
Responsible for any consequential loss due to damage caused to the centre.

7. Limitation of Liability and Force Majeure:

- 7.1 Nothing in these Terms & Conditions shall limit or exclude either party's liability for:- death or personal injury; fraud or for any sort of liability that by law cannot be limited or excluded; any loss or damage caused by deliberate unlawful action or negligence.
- 7.2 Wells Place Centre Ltd will not be liable in any way for loss, damage or theft to clothing, jewellery, monies, or other articles owned by the customer whilst on the premises, or stored outside the period of hire.
- 7.3 Wells Place Centre Ltd will not be liable for losses resulting from the inability to provide a suitable room or other facilities due to circumstances beyond it's control; including, but not limited to:- Adverse weather; Flood; Power Failure; Civil Unrest or Terrorist attack.
- 7.4 Wells Place Centre Ltd subject to clause 7.1 above do not accept any responsibility for consequential loss however caused.

Continued.....

In association
with



WELLS PLACE CENTRE Ltd

Wells Place
Eastleigh
SO50 5LJ

Telephone: 023 8061 3210

Fax: 023 8064 1299

Standard Terms and Conditions of Business (continued)

8. Provisional Bookings and Cancellation Policy:

- 8.1 All bookings are considered Provisional until a signed Booking Form is received.
- 8.2 Provisional Bookings may be cancelled without charge subject to clause 8.4 below.
- 8.3 Provisional bookings not confirmed within 2 weeks may be cancelled and the room re-let without further notice.
- 8.4 Bookings made within 5 working days of the day of hire, will be treated as a firm booking, even if not confirmed in writing and the full Cancellation policy detailed in 8.6 to 8.12 below will apply.
- 8.5 Once a signed Booking Form is received by Wells Place Centre Ltd, the booking is counted as confirmed and the following Cancellation policy applies:-
- 8.6 All Cancellations must be confirmed in writing.
- 8.7 Confirmed Bookings, if cancelled more than 15 working days in advance of the intended hire date will be charged the applicable Admin Fee only.
- 8.8 Confirmed Bookings, if cancelled between 7 and 14 days in advance of the intended hire date will be charged the appropriate Admin Fee plus half the room fee for the hours booked.
- 8.9 Confirmed Bookings, if cancelled with less than 7 working days in advance of the intended hire date will be charged the full charge, including Catering as supplies will have been ordered and staffing arranged in anticipation.
- 8.10 Adverse Weather: If the centre is open and we have staff available to facilitate the booking/event, normal cancellation policy/charges apply.
- 8.11 Extreme circumstances: In the event of a death in the immediate family of the main user of a room causing the planned event to be cancelled, centre staff will have some discretion to amend the above policy, which will be dealt with on a case by case evidentiary basis.
- 8.12 Substitution of Room: Wells Place Centre Ltd reserve the right to change the original room booked without notice, for an alternative room suitable for the number of attendees and stated purpose of the booking.
- 8.13 Access: Wells Place Centre Ltd is normally accessible on all floor to disabled users, however if access is restricted due to circumstances beyond our control, clause 7.3 above applies.
- 8.14 Additional Time: Arriving early or leaving late will result in additional charges. Time is calculated from the time the first person occupies the room until the last person leaves. A 15 minute leeway is allowed, but use of the facilities outside of this time will be charged for. It is the responsibility of the Customer to ensure they sign in and out at reception and that the times of arrival and leaving are correctly noted.

9. Disputes:

- 9.1 Any disputes should be reported first to the centre staff through the established complaints procedure, and if this is not immediately referred to the Facilities Team Leader, the customer should directly approach the Facilities Team Leader during normal office hours.
- 9.2 If the Facilities Team Leader has not resolved a customer's concern, the matter should be put in writing addressed to: The Directors, Wells Place Centre Ltd, Wells Place, Eastleigh, Hampshire, SO50 5LJ. The directors will respond within 21 working days from the receipt of any written complaint.

10. Governing Law:

- 10.1 These Terms and Conditions have been constructed in accordance with the law of England and submit to the exclusive jurisdiction of the English courts.