

## Room Booking, Equipment Hire & Catering Booking Form

### Who should the confirmation of booking be sent to:

Name of person making the booking:.....  
(Confirmation of booking will be made to you)

Meeting/Course title: .....

Organisation: .....

Address.....

.....

Postcode.....Tel No.....

Email address.....

### When is your meeting taking place?

Date(s) .....

Start and Finish Time inc set up and down time. ....

### Which room(s) would you like to book? *(Please tick)*

#### Ground Floor

- Desborough Hall
- Scantabout Room
- The Quiet Room

#### First Floor

- Nightingale
- Boyatt
- Allington

#### Second Floor

- Fair Oak
- Bishopstoke
- Stoneham

### How would you like to have your room(s) set up? *(Please tick)*

- Theatre
- Classroom/Cabaret
- Boardroom
- U-Shape (with tables)
- Horse Shoe (no tables)
- Informal

## What Equipment would you like to book?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Laptop projector & screen (does not include a laptop) | <input type="checkbox"/> 37"TV and Dvd Player | <input type="checkbox"/> Flip chart & pens  |
|  | <input type="checkbox"/> Screen only          | <input type="checkbox"/> Portable PA System |

## Who should we expect on the day?

Name of meeting leader/trainer.....

Number of delegates expected.....

## Refreshments:

(See attached price list for descriptions of each trolley/lunch)

Refreshment Trolley:	Lunch:	Extras:
<input type="checkbox"/> Standard T/C trolley <input type="checkbox"/> Standard T/C/B trolley <input type="checkbox"/> Premium Trolley with: <input type="checkbox"/> Cake <input type="checkbox"/> Fruit <input type="checkbox"/> cake/fruit	<input type="checkbox"/> Standard Lunch (with cake) <input type="checkbox"/> Healthy Lunch (with fruit)	<input type="checkbox"/> Pastries <input type="checkbox"/> Cakes <input type="checkbox"/> Selection of Pastries & Cake <input type="checkbox"/> Jug of Juice <input type="checkbox"/> Fruit bowl <input type="checkbox"/> Bottle of water (0.5L) <input type="checkbox"/> Bottle of water (0.75L) <input type="checkbox"/> Bowl of crisps (serves max 20)
Time(s).....	Time(s).....	Time(s).....
Number of Servings: .....	Number of Servings: .....	Number of Servings: .....

Are there any dietary requirements we should be aware of?

.....

## Invoicing Information:

To whom should the invoice be sent?:.....  
(If different from person making the booking)

Address.....

.....

Postcode..... Tel No.....

Email address.....

Reference code/PO number.....

## Invoice basis (must be completed please)

- Hourly room plus extras     Day Delegate Rate  
 Standard Business Rate     Non Profit Rate                       Charity

If charity please tell us your registered number:.....

## Anything else you would like to tell or ask us?

.....

.....

## Small Print

*(See attached for our terms and conditions but please note:*

- Final numbers for lunch must be confirmed at least 2 working days prior to your event.
- The items included in each type of lunch are subject to availability and may be subject to change for a suitable alternative.
- We reserve the right to change the room you have booked for an alternative room suitable for the number of guests and stated purpose of booking.
- We will not share your details with any other parties.
- All details will be held in accordance with the Data Protection Act 1998.
- By signing this form you are agreeing to our full terms and conditions attached.

Signature.....

Print Name.....

Date.....

- We would love to email you with our special deals on room rates/catering or about any special events we are holding. If you would like to receive these please tick here.*

## Price List effective from 01 May 2022.

### Billing options:

1) **All inclusive day delegate rate of £24.20 per head.**

This option includes your room hire, equipment hire (subject to availability), 3 standard trolleys at times of your choosing and your choice of lunch from our Standard or Healthy sandwich lunch. Minimum number of 10 delegates.

2) **Room hire plus extras.** Pay for your room hire at the hourly rate below and add any catering or equipment hire at the rates also detailed below.

3) We charge no VAT on any of our rooms, equipment or catering.

### Room Hire Rates (per hour). £2.95 booking fee also payable.

Room	Floor	Business	Non-profit organisatio	Registered Charity
Church*	Ground	£55	£38.50	£28.60
Desborough Hall	Ground	£33.60	£24.10	£20.40
Scantabout	Ground	£19.65	£14	£11.20
Allington	1st Floor	£19.65	£14	£11.20
Boyatt	1st Floor	£19.65	£14	£11.20
Nightingale	1st Floor	£21.90	£15.95	£13.10
Bishopstoke	2nd Floor	£17.90	£13.40	£10.80
Stoneham	2nd Floor	£17.90	£13.40	£10.80
Fair Oak	2nd Floor	£21.90	£15.95	£13.10

\*Hire of this room is under strict guidelines as the Church is an active place of worship. Please speak to us before booking this room.

### Equipment Hire Rates

Equipment	Rate per half day	Rate per full day
Flipchart & pens	Free	Free
Projector screen	Free	Free
DVD / VHS player & 37" TV	£10	£17.60
Data projector (exc laptop)	£20	£40
Portable PA system	£40	£40

### Billing options:

1) **All inclusive day delegate rate of £24.20 per head.**

This option includes your room hire, equipment hire (subject to availability), 3 standard trolleys at times of your choosing and your choice of lunch from our Standard or Healthy sandwich lunch. Minimum number of 10 delegates.

2) **Room hire plus extras.** Pay for your room hire at the hourly rate below and add any catering or equipment hire at the rates also detailed below.

3) We charge no VAT on any of our rooms, equipment or catering.

### Catering Prices per person per serving (ppps).

For descriptions of our catering packages please see our website [www.wellsplace.org.uk](http://www.wellsplace.org.uk) and click on the 'conference catering' tab.

Standard T/C trolley	£1.35
Standard T/C/B trolley	£1.60
Premium Trolley with: cake, fruit or a mixture of both.	£1.95
Standard Lunch (with cake)	£5.50
Healthy Lunch (with fruit)	£5.50
Pastries/cakes/mixture of both	£1.15
Jug of Juice	£1.90
Fruit bowl	£1.05
Bottle of water (0.5L)	£1.20
Bottle of water (0.75L) (Sparkling/Still)	£2.10
Bowl of crisps (serves max 20)	£2.45

*Please note that we do not allow our customers to bring in their own external catering except personal packed lunches. Please see our booking conditions for more information.*

## 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, Wells Place Centre is the trading name and a ministry of 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.
- 2.2 Any variation to these Terms & Conditions is inapplicable unless agreed in writing and signed by the chair of the Trading Management Team.
- 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 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 reserve 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 is not a licensed credit agent and does not therefore offer credit terms.
- 3.6 Wells Place Centre reserve the right to suspend facilities for customers with outstanding invoices.
- 3.7 Wells Place Centre 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 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 or the bulk purchase of food from other suppliers 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.

4.3 Customers are not permitted to bring kettles into the building for private use.

#### 5. Suppliers Obligations:

5.1 Wells Place Centre will use its best endeavours to provide the facilities advertised with reasonable skill and care, and to a reasonable standard.

5.2 Wells Place Centre will use its best endeavours to ensure the centre is operated in a safe manner and will comply with all the appropriate and necessary Health and Safety requirements.

5.3 Wells Place Centre 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 will ensure that the premises are adequately insured.

#### 6. Customer Obligations: To enable Wells Place Centre to meet its 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 (covering adults and children where appropriate) and if requested supply a copy of that policy to Wells Place Centre CIC. 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.

6.8 The Customer also undertakes to be:-

Tampering with the equipment or fabric of the centre.

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.

6.9 The Customer undertakes to adhere to and inform their group at the start of each meeting the procedures to be followed in an emergency evacuation as detailed to them in the card they receive on arrival at the Centre (copy available on request).

6.10 On emergency evacuation, the Customer undertakes to ensure that all group members have exited their room and are making their way outside. The Customer will take particular care to ensure any sight or hearing impaired members of the group are given the necessary assistance by other group members to safely evacuate. During the hours 8.30am-5pm Monday-Friday, Wells Place Centre staff will assist with the evacuation of mobility impaired users on the 1st or 2nd floors using the evacuation method chosen by that person on arrival. The Customer will ensure that someone from the group is available to assist the



Wells Place Centre staff member with the evacuation of any mobility impaired user. The Customer will note that outside of these hours mobility impaired users cannot be evacuated using our Evacuation Chairs unless there is someone in the Customer's group who is a trained user of these chairs (training can be given by a member of Wells Place Centre staff if organised in advance). Therefore if the mobility impaired user cannot get down the stairs themselves a meeting room must be booked on the ground floor.

6.11 The Customer will inform Wells Place Centre staff before confirmation of booking if more than two mobility users are known to be part of the group. Wells Place Centre accept that this information is not always known in advance.

6.12 Any equipment taken into the building by customers must have a valid PAT Certificate and this must be presented to the receptionist on arrival.

#### **COVID19 Prevention:**

6.13. It is the responsibility of each hirer to inform all members of their group not to attend if they or anyone from their household is displaying the symptoms of COVID 19 no matter how mild.

6.14 Counselling. It is the counsellors' sole responsibility to make sure that the room is cleaned between each counselling client in their session and that any (contaminated) waste such as gloves, masks, etc. are taken home and disposed of responsibly.

6.15 If the customer or any person in his/her group feels ill with the symptoms of COVID19 he/she must leave the building immediately. If use of the washroom is required the disabled washroom on the 1st floor ONLY is to be used for such purposes. Wells Place Centre must be informed immediately and the customer must follow this up with an email to [info@wellsplace.org.uk](mailto:info@wellsplace.org.uk).

6.16 All group leaders are required to keep a register and contact details of delegates for 'Track & Trace' purposes.

#### **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 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 will not be liable for losses resulting from the inability to provide a suitable room or other facilities due to circumstances beyond its control; including, but not limited to:- Adverse weather; Flood; Power Failure; Civil Unrest or Terrorist attack.

7.4 Wells Place Centre subject to clause 7.1 above do not accept any responsibility for consequential loss however caused.

#### **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 of the day of hire 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. This also applies to provisional bookings which have not been confirmed 5 working days before the day of hire.

8.5 Once a signed Booking Form is received by Wells Place Centre, 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 days in advance of the intended hire date will be charged the applicable Booking 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 Booking Fee plus half the room fee for the hours booked.

8.9 Confirmed Bookings, if cancelled with less than 7 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 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 is normally accessible on all floors to disabled users (although see clauses 6.9 to 6.12 above) , 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 Centre Manager, the customer should directly approach the Centre Manager during normal office hours.

9.2 If the Centre Manager has not resolved a customer's concern, the matter should be put in writing addressed to: The chair of the Trading Management Team, Wells Place Centre, Wells Place, Eastleigh, Hampshire, SO50 5LJ. The chair of the Trading Management Team 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.

**Wells Place Centre is the trading name and a ministry of Eastleigh Baptist Church.**

Wells Place Eastleigh SO50 5LJ

Telephone: 023 8061 3210