

## ARTLINK BOOKING FORM

Centre for Community Arts, 87 Princes Avenue, Hull, HU5 3QP

Tel: 01482 345 104

Fax: 01482 345 028

admin@artlink.uk.net

www.artlink.uk.net

<b>Title of Meeting:</b>			
<b>Date of Meeting:</b>	<b>Arrival Time:</b>	<b>End Time:</b>	<b>Numbers Attending including Facilitator/s:</b>
<b>Contact Name:</b>			
<b>Organisation Name:</b>			
<b>Billing Address:</b>		<b>Postcode:</b>	
<b>Telephone/Mobile:</b>			
<b>Email:</b>			
<b>Client – Circle or Highlight</b>		<b>Voluntary/Community/Other</b>	<b>Public/Private/Other</b>
<b>ROOM RATES – please Circle or Highlight</b>			
Voluntary/Community/Other – <b>GREEN</b>		Per Hour	½ day (3hrs)
Public/Private/Other - <b>BLUE</b>			Full day (6hrs)
<b>TRAINING ROOM</b> Air-conditioned, carpeted space suitable for meetings, film screenings and presentations with walk-out balcony. Standing: 60, Theatre-style: 40, Board-room Style: 20.		<b>C= £16</b> <b>P=£22</b>	<b>C=£42</b> <b>P=£56</b>
<b>INFORMATION ROOM</b> Private space for small meeting, Boardroom style: up to 8		<b>C=£12</b> <b>P=£16</b>	<b>C=£26</b> <b>P=£42</b>
<b>IT Mac SUITE</b> Comfortable design and editing suite equipped with 6 iMacs, 2 Mac books, 2 multi-media printers. Seats 8		<b>C=£14</b> <b>P=£18</b>	<b>C=£32</b> <b>P=£48</b>
<b>WET WORKSHOP</b> Bright, flexible space ideal for art activities with walk-out access to outdoor courtyard area. Seated 20 people		<b>C=£14</b> <b>P=£18</b>	<b>C=£32</b> <b>P=£48</b>
<b>GALLERY</b> Beautiful, air-conditioned exhibition space adaptable for meetings, receptions and corporate lunches. Standing: 90, Theatre style: 40. (Numbers are dependent on the Gallery exhibition at the time of booking)		<b>C=£16</b> <b>P=£22</b>	<b>C=£42</b> <b>P=£56</b>
All bookings for after 6pm or on Sundays will incur additional caretaking costs (ask for further details)			
<b>REFRESHMENTS:</b>		<b>How Many People?</b>	<b>What Times?</b>
Tea, Coffee and Biscuits @ £1.25 per head			
Juice and mineral water @ £1.00 per head			
<b>EQUIPMENT REQUIRED FOR TRAINING ROOM (Please tick)</b>			
Laptop @ £5		Projection Screen @ £5	
Digital Project @ £5		Overhead Projector & Surround Sound @ £5	
DVD Player or VHS Player @ £5		Flip Chart & Pad (moveable) @£5	
<b>OWN EQUIPMENT:</b>			
If you are bringing your own equipment, all items must have a current PAT certificate. Please list all items you intend to bring:			
<b>PHOTOCOPYING:</b> Please ask at reception for photocopying rates for B&W and colour A4 & A3.			

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### HEALTH & SAFETY – Please sign either Statement A or Statement B

#### STATEMENT A

I confirm that I have undertaken a Risk Assessment for the activity/activities that I am responsible for as the hirer and declare that the activity/activities is/are low risk and will not have an impact on any other users.

Signed:

Date:

#### STATEMENT B

I confirm that I have undertaken a Risk Assessment for the activity/activities that I am responsible for as the hirer and I attach the Risk Assessment form.

Signed:

Date:

#### GENERAL BOOKING TERMS

**Cancellation fees:** If you cancel your booking within 3 days of the event date, there will be a charge.

Within 72 hours = ¼ of the total amount

Within 48 hours = ½ of the total amount

Within 24 hours = Full amount payable

#### Room User Information:

On arrival you will receive user information that needs to be read and relayed to your group at the beginning of your session.

#### Hiring Equipment:

Unless pre-booked, equipment may not always be available for you to use on the day.

#### ROOM LAYOUT & ANY OTHER DETAILS Please fill this in as we need to know your room requirements.

#### PAYMENTS DETAILS

Total Room charge £

Total Refreshment charge £

Total Equipment charge £

**Total Booking charge (payable within 14 days of invoice)**

£

**I/We agree to abide by both Artlink's General Booking Terms and Room User Information.**

**I/We also agree to pay the amount noted above.**

Signature:

Print Name:

#### FOR OFFICE USE ONLY:

Form signed & returned:

Confirm:

Invoice sent:

Payment received:

Responsible Staff Member & Building Buddy: