



Whole Again Communities

Colinsey Road, Treneere
Penzance, TR18 3NZ

Tel: 01736 369772

info@wholeagaincommunities.co.uk

Whole Again Communities Venue Hire

Name / Organisation:			
Contact Details: (Phone, email address and business/home address)			
Hire options: (Please tick)	Meeting/Training Room <i>Includes tea & coffee making facilities (you will need to provide your own milk)</i>	Half Day - £12	<input type="checkbox"/>
		Full Day - £24	<input type="checkbox"/>
	Full kitchen facilities <i>Please note, this is additional to the Meeting/Training Room hire above</i>	Kitchen use - £14	<input type="checkbox"/>
Date(s) required: (Please let us know the dates you require – for half day bookings do you need a morning or afternoon?)			
Purpose of hire: (What will you be using the room for?)			
Number of attendees: (How many people will be attending)			
Total Payable: (Longer bookings may be eligible for a discount on the hire price)			
<p>We will contact you to confirm booking arrangements and final fee payable.</p> <p>We will send a final invoice to your email address with payment methods (BACS, Cheque & PayPal).</p> <p>Evening and weekend bookings are available, please contact us to discuss your requirements.</p> <p>Longer bookings paid in advance are eligible for a discounted rate, please contact us for more information.</p>			
Additional Information: (Are there any specific things you require for your booking? Anything we need to be aware of?)			

Whole Again Communities

Terms & Conditions

Please read the following terms and conditions before signing at the bottom of this page.

Bookings

- Bookings must be made at least 7 days in advance. Please note we may be able to accommodate but you will need to call us to arrange.
- Provisional bookings must be confirmed via booking form within 7 days. Provisional bookings not confirmed with a booking form within 7 days will be cancelled.
- It is the responsibility of the hirer to carry out a risk assessment for attendees.
- The premises are only to be used for the intended purpose as stated on the booking form. Whole Again Communities will not be held responsible for misuse of the premises or use of the premises outside of the agreed purpose(s).
- The hirer is responsible for any breakages or damage to the Whole Again Communities premises or equipment.
- Whole Again Communities will not be held responsible for damages to your own property whilst on the premises.
- The hirer must ensure that any equipment brought into Whole Again Communities is safe to use and if electrical, has up to date PAT testing.
- All bookings must be started and finished at the agreed times. There may be a charge if booked sessions overrun.
- No alcohol or non-prescription drugs are allowed on the Whole Again Communities premises.
- The training room and kitchen (if used) must be returned to its original clean and tidy state before leaving.

Cancellation

- Once your booking is confirmed, you can cancel at any time up to 7 days prior to the booking date(s) for a full refund of the booking costs.
- Cancelled bookings that are less than 7 days to the booking date will be charged for the full booking price and will not be refunded.

Please read the terms and conditions thoroughly. By signing and dating below, you are accepting that you have read, understand and agree to them.

Print Name:

Sign:

Date: