



ROOM HIRE & HOSPITALITY FORM

Contact Details

Name of contact:	
Organisation:	
Department:	
Address:	
Telephone & Email:	Tel: Email:
Purchase order Number:	

Room Hire

Date(s):	
Start & Finish Times:	
Number Attending:	
Title of meeting/training:	
Special requirements e.g. room layout etc.	

Hospitality

	Number	Time Requested
Tea/ Coffee		
Scones		
Biscuits		
Sandwiches		
State any dietary requirements		

Signature _____ Date _____

I agree to pay the quoted rate as listed. I also understand and will comply with the conditions overleaf.



Meeting Room	Suitable for	Price
Meeting room	20/30 people (boardroom/theatre)	£6.50 per hour

Catering

We offer a wide range of catering options for all your needs, including a hot finger buffet, vegetarian alternatives and special dietary requirements on request.

Please note there will be a 10% service charge for all catering (excluding beverages, scones & biscuits)

Options	Price per person
Tea/ Coffee	£1.00
Tea/ Coffee Biscuits	£1.20
Tea/ Coffee Scones	£1.60
Sandwiches	£2.50
Fresh fruit platter	£2.75
Finger buffet	On request

Equipment

Screen	Available
Flipchart/Paper/Pens	£10 per day or part thereof
Projector	£10 per day or part thereof
Laptop	£10 per day or part thereof
Telephone	£10 per day and call costs
P.A System	£50 per day or part thereof
CD Radio Cassette player	£10 per day or part thereof

Advice / bookings arrangements

1. A booking is not final until a complete and correct booking form is returned to USDT.
2. If a booking is cancelled, a charge may be levied.
3. Centre staff will only interrupt events in the case of an emergency. Messages will be left at reception, people expecting a message should check here.
4. Any equipment e.g. projectors, fixtures or fittings which suffer damage through negligence or rough handling during a booking must be paid for by the customer.
5. The building is accessible for disabled persons.
6. The core hours for the centre are 8.30 am-5.30 pm. However, at present, the centre is also available for late evening and weekend bookings.
7. If you wish to have a break out area in a communal space, please indicate on the booking form and ask at the front desk about charges.
8. All monies raised are re-invested in our programmes and services.
9. Refreshments / catering is provided during core hours.
10. If you wish to have alcohol served in the room you are using this must be submitted as a special requirement agreed in advance with management.
11. Any food beverage or other stains will incur an additional cleaning charge.
12. All use of I.T. facilities must be in accordance with USDT's internet and e-mail procedures. Copies can be referenced through USDT staff.
13. Equipment is secured via the booking process. Customers should not expect to be able to secure equipment on the day of the meeting.
14. Disclaimer: USDT cannot accept any responsibility for loss or damage to equipment, personal property or vehicles while on USDT premises.