***Insert Name of organisation***

**Room Hire Booking Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hirer’s name and organisation** |  | | | |
| **Contact details** | **Email:** | **Telephone/Mobile:** | | |
| **Date and time** | **Date you wish to book: (day/month/year)**  **\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_** | **Start time:**  **\_\_\_\_****\_:\_\_\_\_\_AM/PM** | | |
| **End time:**  **\_\_\_\_****\_:\_\_\_\_\_AM/PM** | | |
| **Purpose of event/activity** |  | | | |
| **Number of people attending** |  | | | |
| **Room(s) requested**  **(Please circle)** | **Room One (add name)** | **Room Three (add name)** | | |
| **Room Two (add name)** | **Room Four (add name)** | | |
| **Request for hiring equipment** | **Would you like to hire:** | **Yes** | | **No** |
| Whiteboard |  | |  |
| Projector and Screen |  | |  |
| Flipchart |  | |  |
| **Details of your insurance** **cover**  *Please note we require all groups hiring our space to hold their own Public Liability Insurance.* |  | | | |
| **Further event details and licenses (where relevant)** |  | **Yes** | **No** | **If yes, please specify:** |
| **Is the activity/event open to the public?**  *You will need to ensure that the number of people attending your event does not exceed the venue capacity stated in the (name of venue) Hire Agreement.*  *You should also check whether you need a Temporary Event Notice for your event. Please see our guidance on Licenses* ***Guidance on Licenses*** *or look on the UK.GOV for further instruction:* [*Apply for a Temporary Event License in Lambeth*](https://beta.lambeth.gov.uk/Business-rates-services-and-licensing/licensing-and-permits/Apply-change-or-pay-for-a-licence/Apply-for-a-licence/Apply-for-a-temporary-event-notice-%28TEN%29) |  |  |  |
| **Will the hired room (s) be decorated?**  *You will need to ensure that your decorations do not damage the room. Please see* *our* ***Hire Agreement*** *for more information.* |  |  |  |
| **Licensing and Notice for your event** | **Do you need a license for your event or activity?**  *Please look at our licensing guidance for more information.* |  |  |  |

### **Charging Rates**

*You may wish to have staggered pricing for different group sizes and levels of organisations to make hiring accessible for the community. Your charging policy should be clearly outlined alongside information about room hire.*

**A: Standard Fee**  **No eligible discount.**

**B: Discounted Fee** **A 10% discount can be offered if the booker is providing services or training for the local community.**

**C: Local Discount** **20% discount can be offered to people who live in the local area (*add details of area covered*). Proof of address may be requested.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Deposit** | **Room Hire fees PER HOUR** | | |
| **A: Standard Fee** | **B: Discounted Fee** | **C: Local Discount** |
| **Room 1** |  |  |  |  |
| **Room 2** |  |  |  |  |
| **Room 3** |  |  |  |  |
| **Room 4** |  |  |  |  |
| **Equipment Hire** |  |  |  |  |