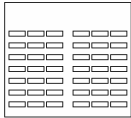
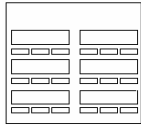
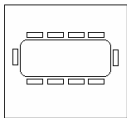
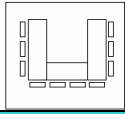


Hospice of St Francis Meeting Room Facilities Booking Form
Please note: laminated notice regarding fire alarm procedure/shutting windows etc. in the Meeting Room

Room requirements	
Date hire is required*	<u> </u> / <u> </u> / <u> </u>
Timings	<input type="checkbox"/> full day (9am-4pm) at £200/£125 concession** <input type="checkbox"/> half day – morning (9am-1pm) at £125/£75 concession** <input type="checkbox"/> two hours £65/£40 concession**
Number of delegates	
Special requirements (e.g. disabled access or facilities)	
Preferred room layout	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Theatre (50 max)  </div> <div style="width: 45%;"> <input type="checkbox"/> Classroom (18 max)  </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Boardroom (24 max)  </div> <div style="width: 45%;"> <input type="checkbox"/> Presentation (15 max)  </div> </div>
Catering requirements (note: water is included for all bookings)	
Light refreshments	<input type="checkbox"/> tea/coffee/biscuits for _____ delegates at £2.20 per delegate <input type="checkbox"/> homemade cake £12 per cake (12 slices) – please indicate number of cakes <input type="checkbox"/> selection of hot/cold drinks & pastries for _____ delegates at £3.95 per delegate <input type="checkbox"/> selection of hot/cold drinks & homemade cakes for _____ delegates at £3.95 per delegate
Catering options Note: 30 max	<input type="checkbox"/> Buffet lunch for _____ delegates at £7.50 per delegate <input type="checkbox"/> Sit down lunch for _____ delegates at £10.50 per delegate See “Hospitality at the Hospice of St Francis” for full menu What time is morning coffee/lunch/afternoon tea to be served: _____ / _____ / _____
Special dietary requirements	
Contact Information	
Full Name and Surname	
Job Title	
Place of Work/Organisation	
Contact Address (inc post code)	
Contact Number	(Day) _____ (Mobile) _____
E-mail address	
Invoice Address if different (inc post code)	
Where did you learn about our meeting room facility – please select from the following	<input type="checkbox"/> Hospice website <input type="checkbox"/> Hospice newsletter <input type="checkbox"/> Promotional leaflet <input type="checkbox"/> Promotional email <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other (please state) _____
Terms and Conditions	
Your booking will be confirmed by post or email.	
An invoice will be sent to the address given above. Payment will be required within 2 weeks of booking being made.	
Signature:	Date:

* We offer discounts for regular bookings – please contact us for details.

**Concessionary rates available for voluntary organisations and partner organisations.

Data protection In accordance with the Data Protection Act 1998, we are required to inform you that your details will be retained and held on file for administrative purposes by The Hospice of St Francis. Please be assured that we will not pass this information on to any other organisation unless we have your prior consent.

General Information & Terms and Conditions of Booking

1. Booking confirmation

Any booking is provisional until The Hospice of St Francis received written confirmation by email or letter by the hirer and a completed booking form.

2. Payment

Payment should be made by cheque (payable to the Hospice of St Francis) and should be received within two weeks of the booking being made.

3. Cancellation

Please give 10 days notice of cancellation. Cancellations of less than 10 days will be subject to a cancellation fee. The Hospice of St Francis reserves the right to terminate the hiring without notice, where conditions of hire are not adhered to. The Hospice of St Francis reserves the right to review all the charges and conditions of hire (these will be notified to hirers who will be entitled to accept new terms or cancel booking).

4. Conditions of hire

- Visitors must provide a list of names of their delegates to the reception staff and Education Coordinator.
- Fire alarm procedures/shutting windows etc in the meeting room must be made aware to delegates. On hearing an alarm, visitors must leave the building and meet at the designated Meeting Point outside the reception in the car park.
- Fire exits must be left clear at all times.
- Hirers are responsible for the care of the room during its hire.
- The hirer will be responsible for meeting the cost of any repair or replacement of Hospice premises or property, and/or of any necessary remedial cleaning, which arises from any carelessness, neglect or default of any of their delegates.
- The Hospice accepts no responsibility for the property of participants.
- Please keep personal belongings on you at all times.

5. Health, Safety, Security and Fire Procedures

By making a booking, the hirer and delegates agree to comply with all health and safety, fire precaution and security guidelines issued by the Hospice. In particular, please refer to the laminated notice regarding fire alarm procedure/shutting windows etc in the Meeting Room. Smoking is not permitted within any enclosed area on the Hospice site.

Please return to Janet Oates, Education Coordinator, The Hospice of St Francis, Spring Garden Lane, off Shootersway, Berkhamsted, Herts HP4 3GW. T: 01442 869550 F: 01442 877685 E: janet.oates@stfrancis.org.uk www.stfrancis.org.uk