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| discover | **Girlguiding LaSER Office Meeting Room Hire**  **Booking Form** | |
| **To:**  The Hirer | | **Action Required:** Yes – please return the signed form to the region office |
| **From:**  Girlguiding LaSER | | **Email:** info@girlguidinglaser.org.uk |
| **Date:** | |  |
| **Re: Girlguiding LaSER Office Meeting Room Hire** | |

**Information**

1. The chart below lists the fee’s for hiring the meeting space.

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| --- | --- | --- |
|  | **Board Room** | **Top Floor Meeting Area** |
| **Capacity** | **10 Maximum** | **20 Maximum** |
| Midweek Day | £40 | No |
| Midweek Half-Day | £20 | No |
| Midweek Evening | £20 | £25 |
| Weekend Days | £50 | £60 |
| Weekends Half-Day | £25 | £30 |

1. The timings for the bookings are as follows:

* Midweek day (board room only) – 9:00am – 4:00pm
* Midweek half day (board room only) - 9:00am – 12:30pm or 13:00pm – 4:30pm
* Midweek evening – 6:00pm – 9:00pm
* Weekend Days – 9:00am – 4:00pm
* Weekend half days - 9:00am – 12:30pm or 13:00pm – 4:30pm

1. Beverages for meeting - £2.50 for a half day and £5 for a full day; this is available upon request and a minimum of 2 working days’ notice is required if you would like us to arrange this.

The fee includes: Tea, coffee (this also includes decaffeinated), sugar, milk and tap water

1. Payment must be received at least 5 working days before the meeting date.
2. If you would like to book a meeting room please contact info@girlguidinglaser.org.uk or alternatively call 0208 772 1754.
3. In accordance with Girlguiding’s GDPR policy, data provided above will only be used for the specific purpose it was collected for. It will be stored securely and destroyed when no longer needed.

Girlguiding is the registered data controller\* for all our members’ personal information, both in the UK and around the world.

Want to find out more about how we use your information – and your rights? Visit girlguiding.org.uk/privacy-policy

\* The organisation that manages and looks after your data

**Terms and Conditions**

1. The hirer shall not permit more than the maximum number of people specified to be in any meeting room at any time.
2. The hirer must leave the premises in a clean and tidy condition. The hirer must reimburse Girlguiding LaSER against any loss or damage however caused, during or in respect of the period of hire.
3. The hirer will not attach anything to the walls of the meetings rooms and will not use bluetac or sellotape on the walls. Any damage to the walls caused by the hirer will be chargeable.
4. Girlguiding LaSER reserves the right to refuse requests for hire.
5. Girlguiding LaSER reserves the right to cancel a booking. A minimum of 14 days’ notice will be given in the event of cancellation by Girlguiding LaSER.
6. The fees must be paid before the hirer uses the meeting rooms.

**Please Note:** Whilst the premises may be available for the date you require, a firm booking will not be made until this form and payment has been received.

Cheques to be made payable to: ‘**The Guide Association London and South East England**’ with no abbreviations.

Bank Transfer:

Bank: NatWest

Account: **Guide Assoc London S E England**

Sort Code: **60-22-28**

Account No.: **69658854**

Please use ‘**Office Booking**’ as your reference

Name of person making the booking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Top Floor / Boardroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beverages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Required: Arrival Time \_\_\_\_\_\_\_\_\_ Departure Time \_\_\_\_\_\_\_\_

Estimated numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_