



BOOKING and ENQUIRY FORM

Name of Organisation	
Type of Organisation (e.g. religious / charity / business)	
Correspondence Address	
Invoice Address	
Telephone Number	
E-mail Contact	
Name of person responsible for event	
Type of event (e.g. meeting/party/conference/lecture/training course/social/club/sports etc)	
Approximate number attending	
Date and start and finish times of your event	
Additional times when you require access to the building (e.g. for preparation or clearing up)	

Room	Required	Projector	TV	Video	Flip chart	Layout style
Conference Hall						
Lounge						
Kitchen						
Room 2						
Room 3						
Room 4						
Activity Hall						

Coffee		Lunches	<i>If you wish to provide your own refreshments and meals please seek permission. A cover charge may be levied.</i>
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	<i>I accept the terms and conditions, and have read the cancellation policy. Please tick.</i>
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Signed		Date	
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Office Use Only

Letting Fee		Booking Confirmed	
Hire Fee received		Date	
Signed			

Terms and Conditions of Bookings

Use of the Dorford Centre is granted on the following conditions:

1. A booking form must be completed and returned to the office by either:
Email: bookings@dorchesterbc.org.uk
Post: The Dorford Centre, Bridport Rd, Dorchester, DT1 1RR
Fax: 01305 267716
2. The Dorford Centre reserves the right to refuse hire.
3. The room(s) hired and all furniture and fittings must be left as found. Heating and ventilation settings must be left as found. Any adjustments will be made only by Centre staff on request.
4. The hirer shall report spillages, breakages or damage to the office and will be responsible for the cost of replacement, repair or cleaning.
5. No smoking is permitted on the premises, including the grounds.
6. No intoxicants are permitted on the premises, including the grounds
7. No gambling, gaming, prize draws or raffles of any kind are permitted on the premises, including the grounds.
8. The Dorford Centre will not be responsible for any accidents or injury to persons or property nor any loss or damage to personal property. The hirer is responsible for providing public liability and equipment insurance cover. The Dorford Centre may require written proof of such cover before agreeing to a booking. Appropriate risk assessments by the hirer should be undertaken.
9. Dorchester Baptist Church has first claim to the use of all parts of the premises. Bookings may therefore be varied at short or no notice.
10. The cost of hire is dependent on the nature of the hirer's organisation and any specific requirements. An indication of costs will be given on request. Final costs will be agreed when all requirements for the booking are known. The hirer shall notify the office at the time of booking of any health and safety hazards which may arise from the proposed use. Rooms may only be used for the purpose described on the booking form. Where children or vulnerable people are involved in the activity, the hirer shall on request provide written proof that satisfactory protection and supervision policies are in place.
11. An administration charge of £20, for each room booked, will be made in the event of a cancellation after the booking has been confirmed and a reference number issued. If the cancellation is less than three weeks before the event the full cost of the room hire will be payable unless the room can be re-let.
12. All provisional bookings must be confirmed by a completed booking form received by the office within two weeks. Failure to do this will result in the provisional booking being cancelled.
13. Bicycles shall not be brought into the building. There is a cycle security bar attached to the wall on the Bridport Road side to which they can be secured. Please ask at the reception desk and admittance to the rear garden can be arranged at certain times where bicycles can be left out of view.
14. Car parking for the disabled is available on site. There is a pay and display car park opposite the main entrance. Hirers should contact the office in advance to arrange for loading and unloading of equipment and materials.
15. Information regarding the supply of goods and services (including catering requirements) can be provided by the office. The Dorford Centre will not be liable for any loss or increased costs or inconvenience arising from the hirer's failure to do this. All charges in this respect will be payable by the hirer whether or not the booking is fulfilled.
16. Rooms must be vacated by the time agreed for the end of the session as stated on the booking form. Failure to do this may give rise to additional charges.
17. Payment of all charges is due immediately upon submission of our invoice. The hirer is responsible for paying all charges whatsoever arising from the booking including cancellation charges. The hirer must be the user of the room(s) booked and shall not assign or transfer the booking or purport to hire the room(s) to any third party.
18. The Dorford Centre reserves the right to refuse entry to any person. Hirers and visitors shall comply with any reasonable request or instruction given by Centre staff. Anyone failing to comply with these terms and conditions may be required to leave the premises immediately.