

ROOM PREPARATION FORM

With effect from 1st September 2023 – 31st August 2024

PLEASE RETURN TO THE ASSOCIATION NOT LESS THAN 14 DAYS BEFORE YOUR BOOKED EVENT

This plan is needed by the caretaking staff to set up your room – PLEASE DO NOT PUT “AS BEFORE” OR “AS USUAL” AS THIS CAN CAUSE PROBLEMS WHEN CARETAKING STAFF ARE AWAY DUE TO ILLNESS OR HOLIDAY. Please refer to your Confirmation of Booking when completing section 1

1) Name of user and or Organisation

Organiser's Name & Telephone Number

Name/Type of Function

Room being used

Date(s) of use

Event Times: ACCESS _____ START _____ FINISH _____

SERVING OF ALCOHOL - Start Time _____ Finish Time _____

We wish to have the Association's mobile bar (free of charge, just buy your drinks from the bar on the day): YES/NO

We wish to pre-order drinks from the Association to serve ourselves – YES/NO – Advise requirements

We will be bringing in our own alcoholic drinks – corkage will apply (£3.00 per bottle of wine £5 per bottle of champagne/prosecco): YES/NO
– number of bottles:-

Overview of drinks being provided:

Final costings to be agreed prior to the event.

Please note we don't allow glass in the Malt Hall/Cinema so please bring own plastic cups if you are providing alcohol or we can provide them at a cost of 50p per plastic wine glass and 20p per plastic cup.

Details of Person Responsible for alcohol adhering to the law of not serving underage guests, and not serving to customers who are considered to have drunk too much.

Name:

Contact Details:

(2) Please draw a plan showing Room Layout: number of tables, chairs, equipment, etc. (please adhere to maximum persons permitted - *the more tables, etc. that you use the less people you can fit into the room*)

Please indicate if you require use of Kitchen(chargeable) or kitchenette (not all rooms have facilities) – **yes/no**

One Car Park space can be provided for your speaker if required - **yes/no**

Please also list any other requirements (**PTO FOR EQUIPMENT OVERLEAF**):

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Please leave kitchen area clean & tidy, with all items washed and put away
NOTE: Washing-up Liquid, Tea Towels, etc are NOT PROVIDED.

**Whilst every effort will be made to carry out room preparation
this service cannot be guaranteed.**

EQUIPMENT HIRE

ITEM	STANDARD	AFFILIATED	PLEASE TICK ITEM(S) REQUIRED
LCD DATA PROJECTOR (see note below)	£25.00 inc VAT	£12.50 inc VAT	
FLIP CHART STAND	£3.00 inc VAT	£1.50 inc VAT	
FLIP CHART STAND, PAD AND PENS	£6.00 inc VAT	£4.00 inc VAT	
RADIO MICROPHONE	£25.00 inc VAT	£5.00 inc VAT	
SCREEN (PORTABLE)	£5.00 Inc VAT	£3.00 inc VAT	
CABLES REQUIRED	FOC		PLEASE CIRCLE BELOW
	HDMI	VGA	APPLE CABLES
TABLE CLOTHS (ROUND)	£10.75 EACH – 9 available Number required		
TABLE CLOTHS (RECTANGLE)	£10.75 EACH – 5 available Number required		

NOTES:-

LCD DATA PROJECTOR – THE GATES HALL, FULLER, MCLELLAN, and ROBERT HOLE (CEILING MOUNTED) plus 2 portable projectors are also available. Intended for use with a laptop supplied by yourself.

If you have an “Apple Mac” laptop you will need to provide a convertor adaptor.

INDUCTION LOOP available when microphone in use in:- THE GATES HALL, FULLER, MCLELLAN, ROBERT HOLE AND ALSO THE MALT HALL FOR CINEMA AND PLAY SHOWINGS.

We will try to provide equipment requested but this is not guaranteed

**If you need instruction or guidance in the use of any of the above items please ask
at least 2 weeks in advance of your meeting date.**

Thank you.