

December 2016

Room Hire Booking Form



Gloucestershire Resource Centre

City Works Alfred Street

Gloucester GL1 4DF

Tel: 01452 504442

Fax: 01452 504443

E mail: roomhire@grcltd.org

Website: www.grcltd.org



Charity No 1047985 Company Registration No 3064176

Date required:

Title of the event for signage:

Room/s required:

No. attending: **Time of arrival:** **Time of departure:**

Rooms are offered in a standard layout. You can change the layout but you must return it to the original layout at the end of your booking. Please indicate which room you require:

Meeting Room 1 Board Room style for up to 18 people

Art Room max 20 people

Dance Studio

Equipment required: Flip chart pad (£5) Digital Projector

As an environmental organisation the GRC encourages the use of the white board that is in the room in place of flip chart pads. If flip chart pad is required please indicate above and a charge of £5 will be made. Projector uses the wall as a screen.

Catering: Fair Trade, organic & local produce is offered wherever possible. A minimum of 12 people required for buffet lunch orders. We are also happy for you to organise your own catering and enjoy it in our Refreshment Area. All refreshments are served in the Café Area on the ground floor and may not be taken to the meeting room

Tea, coffee, biscuits @ £1.20 per person Times of breaks:

Lunch: (Min 12) Time for lunch: Special diets:

Gourmet Sandwiches & Fruit @ £7 per head Fruit juice @ £1.20 per jug

For office use only: Catering ordered:

Your Organisation's Details:

Please indicate: Charity (Registration Number)

Statutory/Private

Contact Name:

Organisation:

Address:

Phone No:

Purchase Order/Reference

Invoice to: (if different from above)

The GRC seeks to offer informal, welcoming and stimulating surroundings for all visitors to City Works. To provide facilities for hire that increase opportunities for people to meet, learn or participate in creative and leisure activities.

Room hire is offered to any community organisation, business or individual excluding religious or political groups or organisations.

Costs refer to hire during normal office hours. Out of hours costs are by negotiation depending on the need for open/lock up. Costs refer to Registered Charity/Other

Ground Floor:

Workshop/ Art space for arts activities (7m x 10m) vinyl floor - £8/£14 per hour

First floor:

Dance space (13m x 10m) with sprung floor - £8/£15 per hour/part hour

Meeting Room 1 (7m x 8m) - £9/£14 per hour /part hour

Other Information:

The building is accessible for people with a disability (except for the Dance Studio). Parking is limited on site so please note that if all spaces are occupied then visitors must park off site in surrounding streets where parking is free. Thank you.

- **The GRC cannot accept responsibility for any item lost or damaged on the premises or for cars parked on site.**
- **Please note that a cancellation fee of up to £20 will be incurred if you cancel less than 7 days before your booking. Full payment will be incurred if cancellation is made within 48 hours of the event.**
- **Please sign and date below to confirm your booking details and return to the GRC.**
- **The GRC reserves the right to change room hire rates with a minimum of one months' notice.**

Signed

Date

www.grcltd.org

