

Main Contact	
Organisation	
Telephone Number	
Email Address	
Postal Address	

Property

	Sq Feet	Per Hour	3 Hours	Day Rate	Per Month	People
Office GF	12.78	£10.00	£22.00	£41.00	£295.00	4
Office 1	201.60	£13.00	£25.00	£45.00	£400.00	6
Office 2	125.62	£10.00	£22.00	£41.00	£250.00	4
Office 3	187.61					
Office 4	130					
Office 5	147.57					
Office 6	136.37	£10.00	£22.00	£41.00	£275.00	4
Office 7	240.25	£15.50	£27.50	£48.50	£465.00	8
Office 8	425.17	£22.50	£35.00	£90.00		10
Meeting Room		£30.00	£50.00	£110.00		20

A. You confirm you have all the necessary policies, procedures and insurances in place for the activity you have hired the space for. You accept, at any time, Church House can request copies of these and acknowledge your bookings will be suspended or cancelled until they have been shared.

B. To complete your booking you are required to return a signed booking form to: Church House, Flowergate, Whitby or email a scanned copy to info@churchhousewhitby.co.uk. Any queries, call reception on 07507109775.

C. You agree not to exceed the maximum room capacities.

D. You accept prices may change at any time without prior warning.

E. Unless otherwise agreed you will send payment in full no later than two weeks in advance of your booking.

F. You agree, as the lead contact, to ensure that your event co-ordinator(s) or trainer(s) will be responsible for all attendees during the booking and will complete an attendance register. In the event of a fire alarm this register will be made available to the personnel at the fire assembly point.

G. You agree cancellations of room hire must be advised as soon as possible prior to the event. You accept the following:

- A minimum of one week's notice; (7 calendar days) is required for cancellations.
- Cancellations made less than one week in advance will be charged at the full hire rate.
- Cancellations made more than one week (7 calendar days) in advance will not be charged a cancellation fee and any monies paid will be refunded.
- Cancellations must be made in writing via email.

H. You accept that the room and furniture must be set up and completely vacated of people and objects during booked time slot. Please allow for this in your scheduling. Church House is not responsible for setting up the room/furniture unless by prior arrangement.

I. You agree that those who attend your booking will endeavour to keep the premises, all furniture, fixtures, fittings and effects in or on the premises, in the same state of repair and condition as at commencement of the booking. You accept charges will be made for any damage and breakages which may occur except for reasonable wear-and-tear.

J. You agree that Church House will have no liability for any personal injury or death. You agree to put in place appropriate policies and insurances that relate to your booking eg. child protection, public liability.

K. You agree to put in place all necessary steps and insurance to safeguard your personal property. No liability is accepted by Church House in respect of damage to, or loss of personal property.

L. You accept Church House will not be liable for any changes or cancellations which may affect your room hire. Loss or damage suffered by anyone using Church House or for any failure by Church House to perform any of the respective obligations to you which is due to any event(s) or circumstance(s) beyond the reasonable control of Church House (referred to as 'force majeure' in these conditions).

For the avoidance of doubt, force majeure includes fire, flood, exceptional weather conditions or damage of the property by any cause (other than negligence of Church House) and all similar situations.

M. In appropriate cases (for example where your booking has to be cancelled) Church House will, however, refund your room hire monies paid. No compensation, expenses, costs or other sums of any description (including without limitation the cost of securing an alternative) will be payable in such circumstances by Church House.

Additional studio terms (Only available to those using the room for 3 hours or more)

- You accept Church House only provide essential equipment, sharp knives are not included. If you bring your own pans, you acknowledge only induction pans will work.
- Please ensure to leave the kitchen and any equipment used - oven, microwave, toaster - clean, tidy and in a workable condition after use.
- You agree to wash up, dry and put away all crockery, cutlery and any equipment.
- You agree not to use or remove any equipment or items from the studio that you do not own.

- All leftover food, drink or equipment you own should be taken away at the end of the session. If not, you agree Church House may dispose of items.
- You agree to always lock your storage cupboard upon exiting the space after your session.
- If you find an unlocked storage cupboard, you agree to inform reception immediately.
- You accept all items left in storage are done so at your own risk. You agree Church House cannot be held responsible for any loss or damage.

I accept the total price for the booking is:	£
Signed:	Date:
Taken:	Booking No: Invoice Date: