

Name: _____ Company: _____

Address: _____

Telephone: _____ Email: _____

Date of event(s): _____ No. of guests: _____

Title and brief description of event: _____

Occupation time: _____ am/pm to _____ am/pm Start of event: _____ am/pm end: _____ am/pm

*Please include setting up and closing time * For any events prior to 8am and post 9.30pm there will be additional security charges

Room details

Suite A Suite B Suite C The Boardroom The Galleries

Layout

Boardroom Theatre Classroom Cabaret Toptable (no. of speakers _____)

Other requirements: _____

AV equipment

PA & projector package Projector & laptop DVD/video Flipchart PA system

Cloakroom staff Technician Other: _____

Catering

Menu option	Please outline choice and any dietary requirements	Times to be served (am/pm)
Tea/coffee		
Water (Still/sparkling)		
Juice cordial (jugs)		
Red wine		
White wine		
Mixed beer		
Prosecco		
Biscuits		
Cake		
Breakfast		
Lunch		
Canapés		

How did you hear about The Building Centre?

Schedule:

Other requirements:

Vincent Suite - lower ground floor

Full-day 9.30am – 5.30pm
 Half-day 9.30am – 1.00pm or 2.00pm – 5.30pm
 Evening 6.30pm – 9.30pm
 Full-day 9.30am – 5.30pm

Main Gallery - ground floor

Breakfast 8.00am – 9.30am
 Evening 6.00pm onwards

Breakfast and evening hire rates include security. Please note for any event outside the hours of 8.00am to 9.30pm, there will be additional security charges.

General booking enquiries - booking enquiries can be made by phone, email or via our online event enquiry form
 t: 020 7692 6207 e: venuehire@buildingcentre.co.uk www.buildingcentre.co.uk/venuehire

Confirmation – the events organiser will contact you by return email within 24 hours to confirm availability at which time you will be sent an event booking form.

Deposit invoice - upon receipt of signed event booking form a deposit invoice for 50% of Suite or Main Gallery hire will be issued. This invoice will require settlement within seven working days of the deposit invoice date to secure booking. Until deposit payment is received, booking is subject to cancellation. The Building Centre will confirm receipt of event booking form and deposit within four working days. If you have not received confirmation within that time, please contact the events organiser.

Balance invoice - after the event, the balance and VAT invoice will be issued within two working days to cover all costs less deposit, taking into account any changes in requirements and costs. This invoice will require settlement within seven working days of the balance invoice date. Please note that interest charges will be levied at the rate of 2% per month or part thereof if the account is unpaid fourteen working days after the date of the event. Credit card facilities are available.

Cancellations - cancellations will only be accepted in writing. If The Building Centre has not confirmed receipt of your cancellation within two working days, please contact our events organiser.

The following charges will apply if bookings are cancelled more than:

10 – 12 weeks	25% of hire charge
8 - 10 weeks	50% of hire charge
4 - 8 weeks	75% of hire charge
Less than 4 weeks	100% of hire charge
7 days or less	100% of hire charge + 100% catering cost

Insurance - The Building Centre does not accept responsibility, however arising, for loss or damage of property of/under control of the client or for any injury caused to a third party by such property. The cost of cleaning or repair of any damage caused to the building, fixtures, fittings and furnishings will be charged to the client.

Occupation - the period booked must include sufficient time for the client’s preparation and subsequent dismantling and removal of any exhibits or equipment from the building. Delivery of such property prior to the period of booking can only be accepted at the discretion of The Building Centre and if not cleared by the time agreed, will be disposed of and a charge made. Clients must use the goods lift for delivery and removal of exhibits etc. access to which is directly from Store Street.

Catering arrangements - catering requirements should be ordered when completing the event booking form. Final numbers should be given to the events organiser no later than seven days before the event date.