



**Trumpington Meadows Community Rooms Booking Form**

<b>Hirer's name</b>				
<b>Hirer's Address (for invoicing purposes) PO Number if applicable.</b>				
<b>Telephone number</b>				
<b>Email address (for booking confirmation)</b>				
<b>Type or name of activity</b>				
<b>Date of event</b>				
<b>Time of event</b>	<b>Start time:</b>		<b>Finish Time:</b>	
<b>Opening hours 8 – 6pm weekdays</b>				
<b>Out of hours after 6pm and weekends</b>				
<b>Out of hours telephone number for emergencies during your let: 07399 868153</b>	<b>Please ensure you vacate the building promptly after your let. Should you have a lot of equipment to pack away, please extend your 'Finish Time' to allow for this.</b>			

**Section 1: Base tariff**

Please tick the appropriate price band.

**Non-Commercial Price Band**

for local non profit organisations,  
community and city-wide groups

**Commercial Price Band**

for commercial lettings or profit making  
groups and events

Please enter your total hire hours in the box next to the room you wish to book. You must include time for setting up and clearing away. All charges are rounded up to the full hour.

Hours	Area	Max seating capacity with tables	Max seating capacity without tables	Commercial	Non-commercial
	Hall	65	100	£28	£20
	Meeting Room 1	45	80	£20	£15
	Meeting Room 2	25	45	£15	£12
	Activity Studio	n/a	n/a	£12	£12

Please note that Hirer's Liability Insurance will be added to your final hire cost (see section 3 below).

## Section 2: Additional charges

### Refreshments

We can offer you a selection of hot and cold drinks and biscuits at your request for £1 per person. Please indicate how many in the table below. However, it is your responsibility to serve your own drinks and to keep the areas you use clean and tidy.

Please contact the office for more information about the corporate menu we offer through Flair Catering.

### Out of hours Bookings

An unlocking/locking charge will be added to all out-of-hours bookings (after 6pm and at weekends).

**\*\*You must vacate the premises promptly at the end of your booking. Failure to do so could result in extra charges for you from the security firm locking the school.\*\***

	Cost
Event on Monday to Friday after 6pm	£9 for unlocking and locking
Saturday and Sunday	£15 for unlocking and locking
Tea/Coffee + Biscuits	£1.00 per person
Fruit Squash + Biscuits	£1.00 per person

## Section 3: Child Protection

Hirers are required to have their own safeguarding policies in place and shall provide copies of these policies to the school on request.

If the hirer does not have a current safeguarding policy please contact the school to discuss.

## Section 4: Declaration

I have read and agree to abide by the Lettings Policy and Conditions of Hire.

I understand that **I must leave the rooms clean and tidy or I may be charged cleaning costs.**

I am covered by a valid public indemnity insurance policy. (Delete if not applicable)

I have obtained the necessary licences. (Delete if not applicable)

Signed

.....Date.....

**Please sign and return your completed form to the school office to secure your booking.**