

meeting and seminar room booking form

please email your completed form to info@thebridge-uk.org



hirer detail (person booking the room)

title:	first name:	surname:
contact telephone no.		email:

organiser details (person delivering meeting on the day) tick here if same as above

title:	first name:	surname:
contact telephone no.		email:

name of organisation:

type of organisation: corporate hire charity/voluntary organisation (charity no.)
 individual hire learning provider health practitioner
 internal hire other (please list)

invoice address:

how did you hear about us?

room hire details

room required: southwark room westminster room waterloo room blackfriars room

date required:

time required:

number of participants: _____ room style/layout: _____

equipment (optional)

description	no.	description	no.
presentation equipment		flipchart Includes Pens	
projector or television screen depending on room		laptop	
conference call equipment		photocopies	

catering (optional)

1 st tea/coffee/biscuits break	2 nd tea/coffee/biscuits break	3 rd tea/coffee/biscuits break
time: _____	time: _____	time: _____
served in: <input type="checkbox"/> café <input type="checkbox"/> room	served in: <input type="checkbox"/> café <input type="checkbox"/> room	served in: <input type="checkbox"/> café <input type="checkbox"/> room
1 st meal selection	2 nd meal selection	3 rd meal selection
time: _____	time: _____	time: _____
served in: <input type="checkbox"/> café <input type="checkbox"/> room	served in: <input type="checkbox"/> café <input type="checkbox"/> room	served in: <input type="checkbox"/> café <input type="checkbox"/> room
menu selection: _____	menu selection: _____	menu selection: _____

other requests

hire agreement:

Young Women's Christian Association Central Club (The Bridge) One-off or occasional short term hire at:

73 – 81 Southwark Bridge Road, LONDON SE1 0NQ

Please note:

- A. Application: All communications for the hire of the Hired Space must be returned to The Administrator on behalf of the YWCA Central Club (Registered Charity number 1071315; company limited by guarantee no: 3606940; Registered Office: 73 – 81 Southwark Bridge Road, London SE1 0NQ) who may call for any further information.
- B. Applicant: The Applicant on the submitted form must be over 18 years of age and shall be personally responsible for all payments and compliance with the terms of hire.
- C. Permission to use the hired space: If the Young Women's Christian Association Central Club has confirmed agreement the Applicant may use the Hired Space for the purposes identified and no other purposes on the terms set out above and the terms of hire set out below this permission.

Deposit: 50% of the total room hire invoice amount requires immediate payment once invoice is received. We accept payments by cash, debit/credit cards or BACS.

payment

Please select one of the following methods of payment:

- Cheque/Postal Order: I enclose a Cheque/Postal Order for £ payable to The YWCA Central Club.
- BACS Payment . Payment details for BACS: Clydesdale Bank, Sort Code: 82 – 66 – 17, Account No. 60021519, Account Name YWCA Central Club. Please email a copy of your remittance to info@thebridge-uk.org. The invoice number is required as the payment reference. Completion of a booking form and payment of the deposit confirms acceptance of the terms of hire.
- Credit/Debit Card (please call 020 7089 6250 to make this payment over the phone or make the card payment in person at reception).

terms of hire – hire being on the on the following terms:

1. fees and deposit

- 1.1 A 50% deposit must be paid to the YWCA Central Club at the time of booking, once the invoice for the hire has been received.
- 1.2 Deposits are non-refundable and non-transferable. In exceptional circumstances a deposit may be transferred at the discretion of the Chief Executive.
- 1.3 Final balance payment for all Room Hire, Equipment Hire and Catering is due one week before the first hire date stated on the invoice.

2. applicant's undertakings

- The Applicant shall in any use of the Hired Space:
- 2.1 be responsible for the hired space and the behaviour of all persons connected with the booking, before, during and after the hire.
- 2.2 take all precautions for the safety of all persons entering/using the hired space during the period of hire.
- 2.3 ensure all attendees are aware of the Fire Evacuation Procedure and escape routes upon arrival.
- 2.4 prevent the hired space being used in such a way which is unlawful or contrary to the principles of the charitable Objects of the YWCA Central Club. In addition, you are required to be respectful of other users of the premises and in the vicinity.
- 2.5 prevent damage to any part of the hired space which includes but is not limited to any decorations, furniture or fixtures, and be liable for any damage to the Hired Space or building connected with the hire.
- 2.6 accept that in the event of any damage to the hired space or building connected with a hire, the Applicant will be liable to pay the YWCA Central Club for all costs of any repair, as well as any loss of income resulting from the damage.
- 2.7 not move or add to any electrical heating or lighting systems, or install or use any electrical gas or oil powered appliance at the Hired Space without the prior agreement of The YWCA Central Club.
- 2.8 prevent gambling, smoking, gaming, broadcasting, filming, public performance or the consumption of alcohol on the hired space unless the prior written approval of The YWCA Central Club has been obtained and all legal requirements are met in full.
- 2.9 obtain any necessary consents licenses or permissions for the use of the Hired Space (including Entertainments or PRS license for music) and comply with them and any statutory common law or other requirements of

any competent authority and produce copies of any such consents licenses or permissions to the YWCA Central Club on demand.

- 2.10 leave the hired space in a clean and tidy condition with all furniture or equipment returned to their original positions (unless otherwise agreed by The YWCA Central Club).
- 2.11 observe any security requirements for the use of the hired space as The YWCA Central Club may specify.
- 2.12 indemnify the YWCA Central Club from and against all actions proceedings costs claims and demands or other liability which may arise in any way whatsoever in connection with the hiring including (without limitation) any breach of the terms of this agreement.
- 2.13 not to impede the YWCA Central Club or anyone authorised by them in the exercise of the YWCA Central Club's rights of possession and control of the hired space and The Bridge.
- 2.14 to observe the regulations made by the YWCA Central Club.
- 2.15 not to affix or display any signs, flags or advertisements outside the hired space without The YWCA Central Club's consent.

3. on-site catering

- 3.1 If catering from our on-site cafe has been selected, details should be finalised at least one week in advance of the hire date, including timings and dietary requirements.
- 3.2 If you would like to request catering less than one week in advance of a hire, this will be at the Cafe Manager's discretion.
- 3.3 External catering is not permitted in the hired space.

4. cancellation by applicant

- 4.1 If the Applicant wishes to cancel the hiring in whole or in part the Applicant must give The YWCA Central Club written notice to that effect.
- 4.2 If the deposit payment has been made and notice of a cancellation is given one week prior to the date of the hire or earlier, the YWCA Central Club will retain the deposit but no further payment will be due.
- 4.3 If full payment has been made and notice of a cancellation is given one week prior to the date of the hire or earlier, the YWCA Central Club will refund or credit the applicant the full hire cost less the 50% deposit.
- 4.4 Full payment is required one week in advance of a booking. If notice of a cancellation is given less than one week prior to the date of hire, the full hire cost will be retained by the YWCA Central Club and the Applicant will be liable for any costs still outstanding.

5. cancellation by the YWCA Central

- 5.1 The YWCA Central Club may cancel the hiring if the hired space is required for any purpose in connection with a Parliamentary or local government election or if the hired space is rendered unusable or the Hired Space is required for a YWCA Central Club function.
- 5.2 If the hiring is cancelled for any such reason as is mentioned in Condition 5.1 the YWCA Central Club will give to the Applicant the maximum possible notice and refund the Fee (or the relevant proportion) but will not otherwise be liable to the Applicant.

6. breach by the applicant

- 6.1 If the Applicant fails to observe any of these conditions the YWCA Central Club may cancel hires without notice, issue additional charges, prevent the applicant from making future bookings or similar.

6.2 general

- 6.3 The YWCA Central Club gives no warranty that the hired space is legally or physically fit or suitable for the Applicant's purposes and the Applicant must ensure its suitability before booking.
- 6.4 The YWCA Central Club and all persons authorised by it has the right to enter, use and occupy the hired space at all times.
- 6.5 The hiring does not grant any interest or estate in the hired space and is not intended to create the relationship of landlord and tenant.
- 6.6 The Applicant shall pay any VAT chargeable in respect of any supply made to the Applicant.
- 6.7 The YWCA Central Club shall not be liable for death, injury, damage to property or for any losses, claims, actions, proceedings, costs or expenses or other liability incurred by the Applicant or any person related to their hire (to the extent that exclusion of such liability is permitted by law).

- The Bridge occasionally likes to send details about special offers and events to our room hirers. Please tick the box if you would prefer not to receive this information.

The Bridge is the working name of the Young Women's Christian Association Central Club, a registered charity (No. 1071315) and a company (No. 03606940) limited by guarantee and registered in England. VAT No. GB 135 5256 20. Registered Office: 73 – 81 Southwark Bridge Road, London, SE1 0NQ