


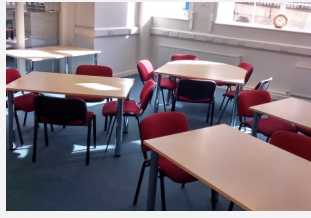




# Meeting Room Booking Form

<b>Interview 1</b> <input type="checkbox"/>	<b>Interview 2</b> <input type="checkbox"/>	<b>Board Room</b> <input type="checkbox"/>	<b>Café</b> <input type="checkbox"/>	<b>Horseshoe</b> <input type="checkbox"/>	<b>Theatre</b> <input type="checkbox"/>
					
Max: 3 people Member rate: £7 Guest rate: £12	Max: 4 people Member rate: £7 Guest rate: £12	Max: 14 people Member rate: £10 Guest rate: £17	Max: 18 people Member rate: £14 Guest rate: £20	Max: 18 people Member rate: £14 Guest rate: £20	Max: 30 people Member rate: £17 Guest rate: £25

## Contact Details

Organisation Name:

Contact Name (s):

Email Contact (s):

Phone Contact (s):

Purpose of Meeting:

## Discounts

Is your organisation an HVA Member? Yes • No • Don't Know • Join  
HVA membership is free to all organisations who are eligible. HVA member organisations get discounts on many HVA services.

Are you booking 20+ hours, or is your booking on Friday? Yes • No

A 10% discount is available either for booking over 20 hours of room hire at one time or for booking a room for hire on a Friday.

## Booking Details

Please note, it costs £5 per hour extra for bookings outside of office hours .

Booking Date (s):

Arriving at (includes set up time):

Leaving at (includes packing away time):

## Equipment Hire

Projector (£10 charge)

Flipchart / Whiteboard (no charge)

Catering (starting from £4.50 per person)

**Terms & Conditions:** Minimum booking time is one hour • prices listed are for one hour in office hours: 9:00 - 17:00 • there is an additional £5 fee per hour for out of office use: 7:00 - 9:00 and 17:00 - 22:00 • tea and coffee is included at no charge • catering is available at 4 working days notice, with prices starting from £4.50 per person.

**Charges:** If you cancel a booking or catering with less than 4 working days notice you will be charged the full fee • If the room requires additional cleaning there will be a minimum charge of £10 • If you exceed your booking you will be charged at our hourly booking rate, with a minimum charge of one extra hour.

**Contact:** admin@hvauk.org • 01424 444 010 • www.hastingsvoluntaryaction.org • Hastings Voluntary Action, Jackson Hall, Hastings, East Sussex, TN34 1QN