

# GREET'S GREEN ACCESS CENTRE

## CONFERENCE BOOKING FORM



Please print this booking form, complete all relevant sections, sign and return the form to us by fax or post.

**Fax:** 0121 580 4979. **Post:** Conference Bookings, Yemeni Community Association in Sandwell Limited, Greet's Green Access Centre, Tildasley Street, West Bromwich, West Midlands. B70 9SJ.

Or alternatively to complete this booking form online visit our website at [www.yca-sandwell.org.uk](http://www.yca-sandwell.org.uk) and click on 'Conference Facilities' and then 'Conference Booking Form'.

If you have any difficulty in completing the form please contact us on **0121 525 3909**

CONTACT DETAILS	
Title	Mr/Mrs/Miss/Ms/Other (If other please specify) _____
First Name	
Surname	
Job title	
Organisation	
Organisation's address	
Town / City	
County	
Postcode	
<b>I can be contacted on:</b> (in completing these you are giving permission to be contacted about this service)	<input type="checkbox"/> Telephone    Tel No: _____ <input type="checkbox"/> Mobile        Mobile No: _____ <input type="checkbox"/> Fax              Fax No: _____ <input type="checkbox"/> Email            Email: _____

FUNCTION DETAILS	
Title/Name of Function:	
Number of Delegates Attending:	
Start Date of Function:	End Date of Function:
Start Time of Function:	End Time of Function:
Conference Room 1: <input type="checkbox"/> <i>(Capacity - up to 80 delegates)</i>	IT Learning Centre: <input type="checkbox"/> <i>(Capacity - up to 14 delegates)</i>
Extra Information/Comments:	

ROOM LAYOUT	
Board Room Style: <input type="checkbox"/>	Theatre Style: <input type="checkbox"/>
Classroom Style: <input type="checkbox"/>	Other (please state): <input type="checkbox"/> _____
Extra Information/Comments:	

REFRESHMENTS		
Refreshment	Quantity	Times Required (please state AM or PM)
Tea: <input type="checkbox"/>		
Coffee: <input type="checkbox"/>		
Biscuits: <input type="checkbox"/>		
Juice: <input type="checkbox"/>		
Water: <input type="checkbox"/>		

## EQUIPMENT

*We have limited equipment – please contact us for availability*

Laptop: <input type="checkbox"/>	Digital Projector: <input type="checkbox"/>
Television & Video: <input type="checkbox"/>	Overhead Projector (OHP): <input type="checkbox"/>
Screen: <input type="checkbox"/>	Flipchart(s): <input type="checkbox"/> (please state number) _____

## CATERING

*Catering can be arranged on request – Please contact us for further information or you can provide your own catering suppliers (see Terms & Conditions)*

Catering Company Name:	Menu Number & Price Per Head:
Number of People Catering For:	Time Catering Required:
Any Special Dietary or Other Needs:	

## PAYMENT DETAILS

Invoice address (*if different from the address given earlier*)

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Organisation name: \_\_\_\_\_ Address: \_\_\_\_\_

Town: \_\_\_\_\_ County: \_\_\_\_\_ Postcode \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Order No (if applicable): \_\_\_\_\_

## TERMS & CONDITIONS

1. This document forms a contract between the Hirer and the Yemeni Community Association (YCA).
2. The Hirer should inspect the venue before and after the function, any defaults should be pointed out and agreed to the condition, as any damage will be charged to the Hirer.
3. All confirmations must be confirmed in writing by using the booking form provided.
4. The full amount is due with 30 days of invoice date. Late payments will be charged an extra fee of 2% of total costs.
5. The Hirer will remove all their equipment at the end of the function and understands that every day the equipment remains at the YCA, a sum of £100 will be charged. If the equipment has been hired out, then it is still the responsibility of the Hirer to ensure this is removed. Any costs will be charged to the Hirer.
6. The Hirer will be responsible for the room setup and chairs.
7. Hirer must adhere to the Yemeni Community's Health and Safety policy.
8. Alcoholic drinks or pork produce are not allowed on the premises.
9. There is a £5.00 delivery charge for any catering arranged and provided by the YCA.
10. The YCA operates a no smoking policy in all its rooms.
11. The Hirer shall be responsible for the orderly conduct of any function and ensure that nothing shall be done which will constitute a breach of law or in any way cause a nuisance.
12. Rooms will be available 15 minutes prior to booking to make any preparations required. If more time is required, the Hirer must give the YCA three days notice.
13. Hirer must not exceed the allocation limits.
14. Provisional bookings will only be held for three days.

### **Cancellation Policy:**

Please carefully read this cancellation notice. By booking with the YCA, you consent to accepting the cancellation policy and agree to be bound by its terms. This policy will be rigorously enforced.

- Cancellation 21 days before the start of the conference = no penalty
- Cancellation 7 days before the start of the conference = 30% of total costs
- Cancellation 2 days before the start of the conference = 70% of total costs
- Cancellation on the day of the conference = 100% of total costs

Signed: \_\_\_\_\_ Date: \_\_\_\_\_