ROOM BOOKING FORM

Thanks for thinking of us for your event. Fill this form in on screen or print it out, then send it back to us.
We'll check the date is free and confirm your booking and final price in writing. Your booking isn't confirmed until we do.

1 YOUR DETAILS

Your full name

Organisation or club (if any)

Address

Postcode

Mobile number

Email address

2 YOUR EVENT

What's the occasion? (e.g. birthday party, christening, meeting, wake)

Date of event (dd/mm/yyyy)

Hire from (time)

Hire to (time)

Event starts at

Number of guests

Hire times must include any time you need to set up and clear away. The room may be booked before or after you, so we can't always offer extra time. We'll confirm your hire times when we confirm your booking.

Will under-18s be coming? Yes No

Is it a birthday or age party? Age of the person it's for:

- We take parties for children aged 12 and under, and for adults aged 21 and over. We can't take parties for anyone aged 13 to 20.

3 ROOMS AND EXTRAS

Tick what you'd like and fill in hours or people. The cost adds up for you.

	ROOMS	Max guests	Price	Hours / people	Cost
☐	Main Hall	200	£25 / hour		
☐	Main Hall, Friday or Saturday night 6:30pm to midnight, one fixed price	200	£200 fixed	tick only	
☐	Moxon Room	40 to 50	£20 / hour		
☐	Main Bar Not available on Friday or Saturday evenings	100	£40 / hour		
☐	Cinema Room	9	£20 / hour		
☐	Skittle Alley	30 to 40	£30 / hour		

	EXTRAS	Price	Hours / people	Cost
☐	Bar open in the Main Hall	£15 / hour		
☐	Bottle bar open in the Moxon Room	£15 / hour		
☐	Setup & clear-down We put out and pack away your tables and chairs	£50	tick only	
☐	Cleaning after your event Or tick the box below to clean up yourself	£50	tick only	
☐	Tea & coffee Minimum 10 people	£3.50 / person		
☐	Tea, coffee & biscuits or pastries Minimum 10 people	£5 / person		

☐ No cleaning fee, please. We'll clean up and take all our rubbish away ourselves.

Room prices are per hour unless shown as fixed. Hours are the time from 'hire from' to 'hire to'. All events must finish by midnight.
Prices on this form are a guide and may change.

ESTIMATED TOTAL
We'll confirm your final price

ROOM BOOKING FORM

4 FOOD AND DRINK

NO OUTSIDE ALCOHOL

You can't bring your own alcohol. All alcoholic drinks must be bought from our bar. This is a condition of hire.
You're welcome to bring your own food in the Main Hall and the Moxon Room only (not the Main Bar, Cinema Room or Skittle Alley).
If you want alcohol in the Main Hall or the Moxon Room, you must book the bar to be open there (see Extras on page 1).
You can bring your own soft drinks.

How will you be doing food?

- [ ] We'll bring our own food (Main Hall or Moxon Room only)
- [ ] We're interested in your catering. Please send us the options.
- [ ] We won't need food

Any allergies or dietary needs we should know about?

5 MUSIC AND ENTERTAINMENT

- [ ] Please send us your list of local DJs and entertainers
- [ ] We're booking our own DJ, band or entertainer. Who?

6 ANYTHING ELSE?

Room layout, decorations, access needs, anything we can help with

7 BOOKING TERMS

Full terms and conditions are on page 3

- Your date is only secured once the booking is paid in full.
- Cancel 7 days or more before your event for a refund. Cancel less than 7 days before and there's no refund.
- All events must finish by midnight. You must be 18 or over to book and you're responsible for your guests.
- We take parties for children aged 12 and under and adults aged 21 and over, but not for anyone aged 13 to 20.
- Rooms must be left as you found them. Any damage to the building or contents will be charged to you.

8 YOUR AGREEMENT

- [ ] I'm 18 or over and I've read and agree to the terms and conditions on page 3, including the refund policy.
- [ ] I understand that no outside alcohol is allowed and all alcohol must be bought from the bar.

Signature (type your name if filling in on screen) | Print name | Date

SENDING IT BACK

Save this form and email it to hello@almondsburycreative.co.uk, or print it and hand it in at the bar.
Questions? Call or text us on 07961 284723.

OFFICE USE ONLY

Date received | Booking ref | Amount paid (£) | Date paid in full | Confirmed by

- [ ] Added to HallMaster
- [ ] Trustee approval needed / given
- [ ] Confirmation sent

TERMS OF HIRE

These terms apply to every room booking at Almondsbury Creative. Please read them before you sign your booking form.

1 BOOKING AND PAYMENT

Send us your completed booking form. We'll check the date is free and confirm your booking and price in writing.
Your date is only secured once the booking is paid in full. Until then we may offer the date to someone else.
Prices can change, but once we've confirmed your price in writing it won't go up.

2 CANCELLATIONS AND REFUNDS

If you cancel 7 days or more before your event, we'll refund what you've paid.
If you cancel less than 7 days before your event, there's no refund. By then it's too late for us to rebook the room, and we'll already have bought in food and drink and arranged staff for you.
Please tell us about any cancellation in writing, by email to hello@almondsburycreative.co.uk.
If we ever have to cancel your booking, we'll refund everything you've paid.

3 TIMES

Your hire runs between the hire from and hire to times we confirm. Setting up and clearing away must fit within them, as the room may be booked by someone else before or after you. Please don't arrive early or stay late without asking.
All events must finish by midnight, with music off, the bar closed and guests gone by then.

4 FOOD AND DRINK

No outside alcohol. All alcoholic drinks must be bought from our bar, which is run by our staff.
If you want alcohol in the Main Hall or the Moxon Room, you must book a bar to be open there for your event (£15 an hour).
You can bring your own food in the Main Hall and the Moxon Room only. You can bring your own soft drinks.
If you bring your own food, you're responsible for it, including telling your guests about allergens.
Our bar staff follow Challenge 25 and won't serve anyone who is under 18 or has had too much to drink.

5 YOU AND YOUR GUESTS

The person booking must be 18 or over and be at the event throughout. You're responsible for how your guests behave. Children must be supervised by an adult at all times. Please keep to the room's maximum numbers.
We take parties for children aged 12 and under, and for adults aged 21 and over. We can't take bookings for parties for anyone aged 13 to 20, such as teenage or 18th birthday parties.
We can stop an event if anyone's behaviour puts people or the building at risk.

6 LOOKING AFTER THE ROOMS

Please leave the rooms as you found them. Any damage to the building, furniture or equipment will be charged to you.
Ask us before fixing anything to walls or ceilings. No confetti, glitter, candles or smoke machines unless we agree.
If you haven't paid the cleaning fee, clean up and take all your rubbish away with you. If the room isn't left clean, we'll charge the £50 cleaning fee.

7 SAFETY

Keep fire exits and corridors clear, and follow our staff's instructions in an emergency.
DJs, caterers and entertainers you book yourself are your responsibility. They should have their own public liability insurance, and any electrical equipment they bring should be safe to use.

8 BELONGINGS

We can't take responsibility for anything left behind or lost, but we'll keep hold of anything we find.
Nothing in these terms limits our responsibility for injury caused by our own negligence.