



Working for Camden's voluntary groups

**TRAINING/MEETING ROOM HIRE - BOOKING FORM**

Room required: 1st Floor  2nd Floor  3rd Floor

Date required:  From:  To:

Organisation Name & title of meeting to be held at VAC

Address:   
(VAC staff to use for 'purpose of meeting')

Contact name:  Tel no:

E-mail:  Fax no:

Category: Camden  London Wide  National  Statutory

Organisation size: Turnover below £50K  Turnover above £50K  \* as appropriate

Number of delegates attending:

Room Layout: (Please check desired layout with the person who will be attending the meeting to set-up)  
Theatre style  U-Shaped  Boardroom  Other

Equipment required: A £5 standard charge per item is made for all equipment used  
OHP  Flipchart  Other

Refreshments: Refreshments will be charged according to volume requested  
Tea/coffee/water  Included in Hire charge Juice  Soft Drinks  Biscuits

Sandwiches  Fruit  Lunch\*  \*£10 administration charge applies for lunch

**Cancellation Policy:** Minimum of 2 weeks notice is required for cancellations, which must be in writing  
Otherwise, full payment will still be required for booking the room

**Insurance:** All organisations **must** have a Public Liability Insurance before booking the meeting room  
Although VAC has a Public Liability Insurance

**N.B. Please ensure you have read the information for 'hirers of VAC's meeting rooms' and completed the monitoring information on the other side of this form before signing & returning to VAC.**

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



## Information for Hirers of the VAC's Meeting Rooms

### Your Contact Point: Alex Charles/Kevin Nunan (2<sup>nd</sup> floor reception)

#### Room

On arrival please make yourself known to one of the above then make sure that the room is as you ordered (seating, refreshments, equipment etc).

#### Fire

Please familiarise yourself with the fire exits and location of extinguishers and fire-call points. If you discover a fire, operate the call point and ensure that all delegates evacuate the building.

#### Health & Safety

Please be aware of health and safety and take care with trailing wires and be careful if moving equipment such as flipcharts and chairs.

#### Refreshments

A combined hot/cold water dispenser is provided. Take care! The hot water is dispensed at near boiling point (hot enough to make tea). As a safety precaution you must simultaneously push the red button and push against the grey paddle with your cup to dispense hot water.

#### Whiteboard

Please check that any pens you use on the whiteboard are suitable and can be wiped off.

#### Security

Please be aware of security and lock the door if you intend to leave the room unattended. Please switch off all lights, heating/air conditioning and equipment, lock the door, ensure the milk is put back in the fridge and inform 2nd floor reception when you leave.

#### Cleanliness

Please leave the room in the same condition as you found it. Place empty cups and plates into the bins provided and notify 2nd floor reception if there is left over food to be removed.

#### Monitoring Information

(For funding purposes we have to ask the following questions from our users)

Please can you tick the box(es) that most clearly represent your main users:

- |                                    |                          |                                    |                          |
|------------------------------------|--------------------------|------------------------------------|--------------------------|
| <b>Women &amp; Girls</b>           | <input type="checkbox"/> | <b>Children &amp; Young People</b> | <input type="checkbox"/> |
| <b>Black &amp; Minority Ethnic</b> | <input type="checkbox"/> | <b>Refugees</b>                    | <input type="checkbox"/> |
| <b>LGBT</b>                        | <input type="checkbox"/> | <b>Disabled</b>                    | <input type="checkbox"/> |
| <b>Faith Group</b>                 | <input type="checkbox"/> | <b>Other</b> .....                 |                          |
|                                    |                          | .....                              |                          |

What area does your organisation serve?

- |                    |                          |                      |                          |
|--------------------|--------------------------|----------------------|--------------------------|
| <b>Camden</b>      | <input type="checkbox"/> | <b>National</b>      | <input type="checkbox"/> |
| <b>London-wide</b> | <input type="checkbox"/> | <b>International</b> | <input type="checkbox"/> |

