



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

Contact name: Tel no:

E-mail: Fax no:

Category: VAC Member 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 Cabaret Style U-Shaped Boardroom Other

Equipment required: A £5 standard charge per item is made for all equipment used
 Laptop Projector 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: _____

Registered Charity No.802186. Company Limited by Guarantee. Registered in England No.2388190. Registered office as above.



Information for Hirers of the VAC's Meeting Rooms

Your Contact Point: Building Administrator/Kevin Nunan (2nd 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.

Smartboard

If you have requested use of the Smartboard please speak to the Building Administrator/Kevin on arrival.

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, Please inform 2nd floor reception when you leave

Cleanliness

Please leave the room in the same condition as you found it. Make sure that all cups and cutlery are washed and returned to the kitchen area & notify 2nd floor reception if there is left over food to be removed, ensure the milk is put back in the fridge and surfaces are wiped clean. Please note that groups who repeatedly leave the room in a unsatisfactory condition will be penalised.

Spillages

Please report any spillages on the carpet to 2nd floor reception as quickly as possible so that remedial action can be taken to prevent staining.

Going Green - Climate Commitment

VAC is a member of the Climate Change Alliance and kindly requests that you observe the following procedures:

- o Please Inform us of the exact number of people in your group so that we can provide the correct amount of cups and cutlery
- o Please use the provided cups and cutlery, a limited number of disposable cups and cutlery will be made available on request for over boc
- o Please ensure that air conditioning is only used when absolutely necessary and that all lights and A/C are switched off after use

Finally, thank you for choosing our rooms and please don't forget to inform 2nd floor reception when you leave.

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:

Women & Girls	<input type="checkbox"/>	Children & Young People	<input type="checkbox"/>
Black & Minority Ethnic	<input type="checkbox"/>	Refugees	<input type="checkbox"/>
LGBT	<input type="checkbox"/>	Disabled	<input type="checkbox"/>
Faith Group	<input type="checkbox"/>	Other	

What area does your organisation serve?

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