the Old Cattle Market BOOKING FORM

1. Please note that this Booking Form should be read in conjunction with The Old Cattle Market venue hire terms and conditions (the **Terms**). No booking request will be accepted or deemed to be accepted other than in accordance with Clause 4 of the Terms and provisional bookings will not bind The Old Cattle Market. Following The Old Cattle Market’s acceptance of the booking in accordance with Clause 4 of the Terms, this Booking Form and the Terms will together form the agreement entered into by The Old Cattle Market and the Hirer (as defined below) to the exclusion of all other terms, conditions, warranties and representations.

Any capitalised terms used in this Booking Form will, unless expressly defined herein, have the meaning given to them in the Terms.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation name (the **Client**): |  | | | |
| Contact details (email and telephone): |  | | | |
| Charity number (if applicable): |  | | | |
| Hirer contact person's name and job title: |  | | | |
| Title of the event: |  | | | |
| Date of the event: |  | | | |
| Address for invoice: |  | | | |
| Preferred room (circle): | **Space 1**  £18 per hour | **Space 2**  £12 per hour | **Space 3**  £8 per hour | **Kitchen**  £4  For hot water, crockery etc.  Please contact us for full commercial rates |
| Start time of space hire: |  | | | |
| End time of event:  (no later than 12am) |  | | | |
| Time by which space will be vacated:  (no later than 12.30am) |  | | | |
| Number of people: |  | | | |
| Is this a block booking? If so please provide details in additional information box. | **Y/N** | | | |
| Where did you hear about us? |  | | | |

The Hire Charge includes the use of tables and chairs. **Set up and clear up time(for fitness classes warm up and cool down times) should be calculated into the Hire Period.** If you require hire of specific **technical equipment** please complete the following section, indicating the number of items required.

**EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item |  |  | Item | |
| **Digital projector**  £5 | **Y/N** |  | **Stage**  £20 | **Y/N** |
| **Screen**  £5 | **Y/N** |  | **Flipchart, pen and paper**  £5 | **Y/N** |
| **Lighting Package** (fairy lights x4, uplighters x4)  £20 | **Y/N** |  | **Full clean of venue after event**  £70 | **Y/N** |

|  |  |  |
| --- | --- | --- |
| Any additional information or set-up requirements we should to be aware of? |  |  |
|  | | |

Once completed, please return this form by post or email to: The Old Cattle Market, Porthleven Road, Helston, Cornwall, TR13 0SR; email info@theoldcattlemarket.co.uk. Please call 01326 560606 if you have any queries.

**Please note that a booking is only confirmed following The Old Cattle Market’s receipt of the Booking Form and the required deposit.**

**Please sign below to confirm you have read and understood the hire agreement and hereby agree to comply with it**