

## Room Hire @The Lancaster Centre, Enfield

[www.lancaster-centre.co.uk](http://www.lancaster-centre.co.uk)



**Date of booking request:** \_\_\_\_\_

**Date or dates required:** \_\_\_\_\_

*Please indicate which session(s) below.*

Morning 09:00 to 13:00	Afternoon 13:00 to 17:00	Evening 17:00 to 21:00

*For evening bookings only, please specify the time that you require access* \_\_\_\_\_

**Room(s) required:** *Please indicate which room or rooms below.*

Conference Room	Sitting Room	Counselling Room

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Billing address: \_\_\_\_\_

### Conditions of Room Hire

- ❖ *The Lancaster Centre strives to be an **Equal Opportunity** community service provider. This means that any community activities that are held at the Centre must **be inclusive**.*
- ❖ *As part of our commitment to the above, you will be required to complete and return to us the **Equal Opportunities monitoring form** that we will send you with your invoice.*
- ❖ *Each four-hour session **includes** your set-up and clean-up time.*
- ❖ *Each room has a standard layout, and the room **must be returned** to the standard layout at the end of your booked session. A vacuum cleaner is available for your use if required.*
- ❖ *There is a **£50 penalty charge** for not leaving the room in a reasonable condition.*
- ❖ *Bookings cancelled with **less than five working days'** notice will be charged at the full rate and are **non-refundable**.*

***I have read, understood, and agree to The Lancaster Centre's conditions of room hire, as stated above.***

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

Please complete and return this form to Tim Fellows via the following email address: [tim.fellows@lgbtenfield.org](mailto:tim.fellows@lgbtenfield.org)

***Thank you for your custom!***