ESH Works Ltd
Room Hire
Booking Agreement

Experience, Strength & Hope
ESH Works
"Helping people to help people..."

Details

Name:	
Organisation:	
Address: **Post Code:**	
Telephone number:	
Email address:	

Date submitting the booking :	
Purpose of hire:	
Location: (Leamington or Nuneaton)	
Room Required: (see schedule or charges)	
Number of people attending:	
Date of hire or regular booking schedule	
Times:	**From:** **To:**
Hiring Fee:	
Refreshments required? No/Yes (details)	

We agree to abide by the terms and conditions of the booking agreement.

Print Name: **Signed:**

Organisation: **Dated:**

Return the completed booking to the address below OR preferably return this form by email to **info@eshworks.org** (If you e-mail the form this will be taken as your agreement signature)

ESH Works Ltd
9A Althorpe Street
Leamington Spa
CV31 2AU

Telephone: 01926 889 356
Email: info@eshworks.org
Web www.eshworks.org

Registered Office: ESH Works Ltd, 9A Althorpe Street, Leamington Spa, Warwickshire, CV31 2AU - Company No: 07096098

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Agreement – Terms and Conditions

1. The use of our facilities is at your own risk.
2. We accept no liability for loss or damage to any property that you or your clients may wish to bring onto our premises.
3. As persons using the booked room will have access to other areas we require you to confirm that a risk assessment for the use of the room and our location facilities has been completed.
4. Any accidents or incidents should be reported to the office staff who will require you to complete an internal reporting form. A first aid box is kept in the kitchen area. Should there be any need to use the items in it this will also need to be reported to the office staff.
5. Rooms are to be left in the condition that they were in at the start of the booking.
6. Our kitchen facilities are on a help yourself basis, all crockery and cutlery used should be washed up and put away on leaving. You will need to provide you own refreshments unless requested on the booking form.
7. Time for setting up and clearing away must be allowed for within your booked time.
8. Rooms must be vacated by the stated time on the booking form.
9. Car parking is available on the forecourt of the premises.
10. If you cancel the booking with notice of at least five clear working days there is no cancellation charge, if cancel within five working days of the booking you will be charged half of the cost of the room hire.
11. You agree to treat our facilities with respect as any damage caused will be your responsibility and you will be liable in full to make good any damage.
12. Please note that the building is a non smoking building.
13. There is a video door entry system available to monitor access with a remote opening system.
14. Invoicing will be monthly with payments to be made within 14days via BACS transfer.

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Location / Rooms / Schedule of Charges

Leamington Spa	Charges all plus VAT		
Rooms	**Hourly**	**Half Day**	**Day**
Quiet Room (Counselling)	£10.00	£25.00	£40.00
Project Room (Small office)	£10.00	£25.00	£40.00
Boardroom (in the main office)	-	£60.00	£100.00
Conference Room (large groups)	-	£80.00	£140.00

Nuneaton	Charges all plus VAT		
Rooms	**Hourly**	**Half Day**	**Day**
Quiet Room (Counselling)	£10.00	£25.00	£40.00
Therapy Room (1st Floor)	£10.00	£25.00	£40.00
Group Room (1st Floor)	£15.00	£30.00	£60.00
Meeting Room (2nd Floor)	£15.00	£30.00	£60.00

- Room Charges are for normal working hours between 9:00am and 5:30pm
- Half days are 4.0 hours normally from 9:00am to 13:00 and 13:30 to 17:30.
- Reoccurring regular bookings may qualify for discount.
- Room hire for periods outside normal working hours should be discussed with the ESH Works administration staff, to confirm availability of the rooms and our staff who will provide access.

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