

## ROOM BOOKING FORM

<b>Name:</b>	
<b>Organisation:</b>	
<b>Address:</b>	<b>Phone Number:</b>
	<b>Email Address:</b>
<b>Mobile Number of Contact on Day of Booking:</b>	

### Dates Required:

Room	Date	Time

<b>I, the undersigned, agree to the attached Room Booking Terms and Conditions.</b>
<b>Signature:</b>
<b>Print Name:</b>

## ROOM BOOKING TERMS AND CONDITIONS

Jersey Employment Trust and Acorn Enterprises ("The Company") accepts advance room bookings. The organiser must provide us with accurate information within the timescales outlined. Bookings for events are accepted on the understanding that the organiser, as named on the booking form, accepts these terms and conditions, and is responsible for the event.

1. Availability must be checked with the Coordinator before organising and promoting events.
2. Provisional bookings will be held on a first come first served basis. The provisional booking will be held for five working days. A booking is considered confirmed when the Room Booking Coordinator has received and acknowledged (by email) receipt of the meeting room booking form.
3. All confirmed bookings, if not required, must be cancelled within 10 working days.  
The following cancellation fees will apply.
  - i. less than 10 working days' notice 25% room hire fee
  - ii. less than 5 working days' notice 50% room hire fee
4. All furniture in the meeting room must, if moved (at your own risk), be repositioned in its standard room layout. If the furniture is not left in its standard layout future bookings may be refused or restricted and a service charge of £30 will be applied.
5. If the room requires additional cleaning, then a surcharge of £30 will be charged to the organiser and future bookings may be refused or restricted.
6. The Organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property, where such damage has been caused by the event participants, their organisers, their contractors.
7. **Blu tack should not be used on walls.**
8. Events are not allowed to exceed the advertised seating capacity of the room. Fire exits and fire safety equipment **must** be clear and visible at all times.
9. Audio-visual equipment under no circumstances can be moved from the room, if equipment is faulty, damaged, or missing please advise the Room Booking Coordinator immediately.
10. The Company shall not be responsible for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot restriction which may cause the premises to be temporarily closed or the function interrupted .
11. The Company reserves the right to cancel confirmed bookings if the subject of the event contravenes The Company aims and objectives.
12. The Company reserves the right to alter these conditions at any time and without notice.
13. The Company reserves the right to cancel a room booking giving a minimum of four weeks notice.