



PARK HILL TRAINING

Land - Based Training

Room Hire Booking Form

In order to make a Room Hire Booking, please complete the necessary details and post to the address below or email back to us info@parkhilltraining.co.uk

Name		Date		
Company		Purchase Order no.		
Invoice Address		Signature		
		Dietary Requirements		
Landline Number		Notes		
Mobile Number				
Email				
Room Hire Description	Date	Delegate numbers and any other details e.g. room layout	Cost Per Day	TOTAL Cost
Conference Room – seats up to 70 Incl. projector and flipchart			£130.00	
Small Classroom – seats up to 8 Incl. projector and flipchart			£80.00	
Training Centre Complete Hire – includes Conference and Small Classroom, Kitchen, projectors and flipcharts			£175.00	
PHT5 – seats up to 12 Incl. projector and flipchart			£100.00	
Workshops/ Outdoor facilities			Please contact the office	
Lunches Required – please enquire for details			£7.50 per person	
Teas, Coffees & Biscuits			£3.00 per person, per day	
Other equipment required			Please contact the office	
All prices quoted are nett and subject to VAT @ standard rate			TOTAL	

TERMS & CONDITIONS OVERLEAF, by completing and returning this form you are agreeing with Park Hill Trainings Terms



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Terms and Conditions

As a client of Park Hill Training, you agree to the terms and conditions set out as below
No variation of these terms are accepted without written consent of Park Hill Training.

The completing and returning of this room hire booking form acts as an acceptance of attendance for the dates indicated and agreement with the Terms and Conditions with Park Hill Training by the client and will lead to a binding contract between the parties.

Payment to be made prior to room hire date to secure your booking, unless otherwise agreed. Park Hill Training are unable to hold any rooms without a completed booking form.

No charge if the room is cancelled by the hirer up to one month before the event date.
50% of the hire fee will be due if the room is cancelled between one month and two weeks before the event date.
The full cost of the event hire will be charged if cancelled less than two weeks before the event date.

The hirer will leave the venue as found and any damages to be paid by the hirer at full market price. Equipment available in the rooms is on loan. We understand that accidents happen but any careless breakages/damaged or loss of equipment are to be paid for by the hirer, you will be invoiced separately if this is the case, and we therefore politely request that you take care of equipment.

Hire of a classroom includes projector, flipchart, whiteboard and pens.

Facilities are available from 8:00am to 5:00pm on the day of the event unless otherwise arranged.

By completing this form you give your consent to Park Hill Training using your company or personal information to create documentation required for a room hire booking form. DATA PROTECTION Regs. GDPR2018

Please read our Privacy Policy for full details <http://www.parkhilltraining.co.uk/wp-content/uploads/2018/04/General-Data-Protection-Regulation-Policy.pdf>

Force Majeure, neither party shall be responsible for any failure or delay in performance of any obligations under this agreement (other than the obligation to make payments of money) due to any force majeure event.