

EVENT & CATERING BOOKING FORM

CONTACT DETAILS

ORGANISATION NAME:

TEL NO:

EMAIL ADDRESS:

ORGANISER NAME:

EVENT DETAILS

EVENT TITLE:

DATE OF EVENT:

START TIME:

END TIME:

NO. OF DELEGATES:

If you require access for set-up/down outside of the times given, please note this below.

Bookings before 08:30 and after 5pm Monday - Friday we will charge an out of hours fee of £10 per hour. Weekend bookings we will charge an out of hours fee of £15 per hour for the duration of the booking.

ACCESS FROM:

ACCESS TO:

ROOM REQUIREMENTS

Tick which rooms and the seating configurations you require. Numbers indicate maximum number of delegates for that configuration. **HALF DAY IS 4 HOURS MAXIMUM.**

ROOM	THEATRE	CABARET	BOARD	COST
CONFERENCE ROOM	☐ 200	☐ 100	N/A	£360/day, £250/half day
SEMINAR ROOM	☐ 130	☐ 50	☐ 22	£190/day, £150/half day
MEETING ROOM 1	☐ 40	☐ 24	☐ 16	£105/day, £60/half day, £25/hr
MEETING ROOM 2	N/A	N/A	☐ 6	£80/day, £45/half day, £20/hr

ROOM LAYOUTS

Please specify if you have any additional room layout requirements such as whether you would like a combination of theatre and cabaret style seating or additional tables or chairs and their positions in the room.

EQUIPMENT HIRE

Complete the table below to order any additional equipment or supplies for your event space over and above what is provided in the room hire cost.

	PROJECTOR / TV & SPEAKERS	MICROPHONE	REMOTE SLIDE CLICKER	WHITE BOARD & PENS £6 EACH	FLIP CHART & PENS £10.00 EACH
CONFERENCE ROOM	INCLUDED	INCLUDED	INCLUDED	Enter quantity	Enter quantity
SEMINAR ROOM	INCLUDED	INCLUDED	INCLUDED	Enter quantity	Enter quantity
MEETING ROOM 1	INCLUDED	N/A	INCLUDED	Enter quantity	Enter quantity
MEETING ROOM 2	N/A	N/A	N/A	INCLUDED	Enter quantity

Clickshare is our innovative system for connecting laptops to our projectors and TV screens wirelessly which is available in the Conference Room, Seminar Room and Meeting Room 1. To use Clickshare with your own laptop, you need to ensure that you use a laptop with a USB port and that you have sufficient rights to install software on your laptop. If you are unsure, please specify a laptop above to use one of our laptops which are already set up to use this system.

HDMI and VGA cables can also be used in the Conference, Seminar Rooms Meeting room 1 and Boardroom.

We recommend that you arrive at least 30 minutes prior to the start of your event to give you time to check your connection to the AV equipment.

Free guest Wi-Fi is provided throughout the whole of the Brightfield Business Hub including the conference, seminar and meeting rooms – **USE - BBH Guest - Password innovate** and follow the on-screen instructions to join.

CATERING MENU

Please be advised that it is not possible to bring in catering from external providers to the Brightfield Business Hub. **If you would like a quote for a custom menu, please email: michelle@brightfieldbusinesshub.co.uk**

BREAKFAST MENU

ITEM	DESCRIPTION	COST PER PERSON
Breakfast Baps	Bacon bap OR Sausage bap	£3.50
	Sausage & bacon bap OR Sausage & Egg bap	£4.00
Omelette	3 Egg Omelette with ham & cheese	£4.00
Hand pick from a choice of hot panini baguettes with a choice of premium fillings.	Cheese & Tomato / Cheese & Onion	£4.75
	Cheese & Mushroom / Cheese & Pepperoni	
	Cheese & Tuna	
	Bacon & Brie / Salami & Roasted Pepper Parma Ham & Mozzarella	£5.25
<u>ADD AN EXTRA</u>	Danish pastries/Pain au chocolat	£2.75
	Savoury Croissants	£4.00
	Fresh fruit Platter	£3.75
	Muffins	£1.50

LUNCH MENU

ITEM	DESCRIPTION	COST PER PERSON
Lunch Menu 1	A selection of baked baguettes, wraps or rolls filled with a selection of fillings and crisps	£7.00
Lunch Menu 2	Hot pulled meat rolls (Pork or Lamb depending on availability), baked baguettes, wraps or rolls filled with a selection of fillings. Comes with a selection of nibbles, crisps & dips.	£11.00
Dessert Menu 1	A range of giant cookies including, white chocolate, milk chocolate, triple chocolate and raisin and oat.	+£3.00
Dessert Menu 2	A selection of premium cakes & cheesecakes including Alabama fudge cake, lotus biscoff cheesecake, Sicilian lemon cake, Scones with clotted cream & other favourites.	+£4.00

ADD AN EXTRA

ITEM	DESCRIPTION	COST PER PERSON
Fresh Fruit Kebabs	Fruits which are available at the time	£1.75
Cheese board	Cheeses which are available at the time (Min 10)	£3.00

REFRESHMENTS

ITEM	DESCRIPTION	COST
Hot Drinks	Tea, Coffee & Biscuits in a ceramic cup	£2.30/per person
Hot Drinks	Tea, Coffee & Biscuits in a disposable recyclable cup	£2.50/per person
Cans	Assortment of drinks	£1.00/per can
Mineral Water (Still)	750ml bottle	£2.50/per bottle
Mineral Water (Sparkling)	750ml bottle	
Orange or Apple Juice	1 litre jugs	£2.50/per jug

SPECIAL REQUESTS AND DIETARY REQUIRMENTS

What percentage of your lunch/buffet would you like to be suitable for vegetarians?

ENTER TEXT.

If you require any meals for people with special dietary requirements (e.g., vegan, dairy-free, gluten-free), please describe your requirements below.

ENTER TEXT.

CATERING & REFRESHMENTS TIMETABLE

If you require catering or refreshments, please fill in the table below to let us know what you would like and quantities.

Time to Serve (e.g., 09:00)	Item (e.g., hot drinks, menu)	Quantity (e.g., 150)	Location (e.g., conference room)
Enter time	Enter item	Enter number	Enter location

INVOICE DETAILS (if different from details supplied)

CONTACT NAME:

CONTACT NUMBER:

CONTACT EMAIL:

PURCHASE ORDER NO: Enter text.

If you prefer to pay by card on the day at reception after your meeting, please circle Y/N

TERMS AND CONDITIONS

You will find terms and conditions on the next page. Please sign and date below to confirm you have read and accept the terms and conditions. All prices quoted ex. VAT. Typing your name into the signature box constitutes a digital signature and your agreement to these terms.

I have read and accept the terms and conditions:

Signature:

Date:

Please email your completed form to reception@brightfieldbusinesshub.co.uk

TERMS & CONDITIONS

This contract is between us and you and not any other person or organisation for whom you may book rooms, meals, and facilities. You acquire responsibility for paying all charges, including any extra charges that arise under this contract.

The following are the terms and conditions for the hire of the conference, seminar and meeting rooms at the Brightfield Business Hub.

DEFINITION

'The Venue' BBH - the organisation responsible for all rooms and facilities available for hire at the Brightfield Business Hub.
'The Hirer' refers to the individual or organisation hiring all or part of the Venue.
'The Event' refers to the particular rooms, areas, facilities and catering hired as set out in the Booking Form.
'Booking Form' sets out the Event which have been booked and all other arrangements which the hirer has agreed in advanced with FBC.

GENERAL

This Terms and Conditions and the signed Booking Form represent the agreement between the Venue and the Hirer (the Agreement).
By signing the Booking Form the Hirer enters into the Agreement.
The person signing the Booking Form must be an authorised representative of the Hirer.

PROVISIONAL BOOKINGS

BBH will only confirm provisional bookings if the Booking Form is signed by the Hirer.
Any provisional bookings that have not been confirmed will expire after 2 weeks without further notice unless the Hirer is informed otherwise.

CONFIRMING THE BOOKING

BBH will confirm the booking only on the basis of these terms and that the Booking Form is confirmed in writing and signed by the Hirer.
When the Hirer confirms the booking, the Hirer agrees to pay all charges for all rooms, catering and other facilities as set out in the booking form.
Confirmation of the event details including final numbers and catering requirements must be given not less than 2 working days prior to the Event.

PRICE VARIATIONS

In the event of circumstances beyond BBH's control (e.g. increases in the prices of conference buffet and refreshments), BBH reserve the right to vary the prices quoted to an extent which reflects such changed circumstances.

CANCELLATION

If the Event is cancelled or if there is a reduction in the contracted value of the Event, the Venue will make reasonable efforts to resell the facilities on the Hirer's behalf. If the venue is unable to resell the facilities, the following scale of cancellation charges then will apply:

The Venue has the right to alter or cancel any bookings that the Venue cannot adhere to for reasons beyond their control. If this happens the Venue will use all reasonable efforts to offer the Hirer an alternative but will not be responsible for any additional cost. The Venue cannot accept responsibility if they cannot provide the facilities, food, drinks or services because of industrial action or any other cause which is beyond their control, as long as the Venue could not have avoided the effects by taking reasonable steps.

FINANCIAL CONDITIONS

A deposit may be requested entirely at the discretion of the Venue. For new customers, payment will be required in advance of a booking until a credit account is set up.
The Venue will invoice the Hirer for all charges (and if a deposit/advance payment has been paid the balance of the charges) after the event. The Hirer must pay that invoice in sterling, to the address shown on the invoice, within 7 days of the date of the invoice. The Hirer will pay any bank charges involved in making a payment. If the Hirer does not pay the invoice in full within 30 days, BBH may charge the Hirer interest on the amount outstanding at 4% above Co-operative Bank base rate.
All prices quoted either verbally or in writing are exclusive of VAT.

The Hirer agrees to adhere to the following Rules and Regulations
The Venue reserves the right to decline any application for hire of its facilities.
The Hirer must vacate the Venue on or before the expiry time as set out on the Booking Form, otherwise reasonable additional charges will be incurred.
Bookings are only accepted by event organisers/delegates aged 18 and over.
The Hirer shall not sublet the hired rooms without the Venue's written consent. This includes the prior approval by the Venue of any exhibitors attending the event.
The Venue reserves the right of entry to rooms to inspect their condition and for any cleaning or maintenance or to carry out repairs, or in an emergency.
Animals are not allowed in the premises except guide dogs for the blind or partially sighted.
Smoking is not allowed within the Brightfield Business Hub.
Nothing may be attached to the walls in the Venue.
The presence of Brightfield Business Hub staff is required during all periods of use of the premises.

Behaviour at the Venue

Delegates/guests must conduct themselves in a responsible and proper manner with due consideration to others and must refrain from behaviour which would bring the Venue into disrepute or be a nuisance or cause discomfort or annoyance to staff members at the Venue and the surrounding areas.