

Order Reference:

Network House Birmingham Conference Centre Facilities – Booking Form

Thank you for choosing Network House for your Event. The definition of all terms found below are detailed in the 'Terms and Conditions of Hire' document, which accompanies this Booking Form.

In order to make a valid booking with Network House Birmingham the Event Information on this Booking Form needs to be correct. Please check all the Event Information listed below, amending where necessary or adding in additional information. Then sign and return the Booking Form, along with your non-refundable deposit of 10% of the Total Hire Cost.

Booking Contact Name	
Booking Contact Details	Telephone No. Mobile No. Email Address (inc work dept)
Company or organisation responsible for the event	
Date of Event	
Event Title	
Event Description	
* Estimated number of delegates attending, including your team	
Event Start Time	
Event End Time	
Equipment	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Wireless internet <input type="checkbox"/> PA system <input type="checkbox"/> TV / DVD <input type="checkbox"/> Flip chart <input type="checkbox"/> OHP <input type="checkbox"/> TV / Video <input type="checkbox"/> Wireless remote
Meeting rooms required Detail preferred seating arrangements and data projector and flipchart requirements if relevant.	G1 F1 F2 F3 S1 S2
Room Layout	<input type="checkbox"/> Board Table <input type="checkbox"/> Theatre <input type="checkbox"/> U shape <input type="checkbox"/> Classroom <input type="checkbox"/> Circle of chairs <input type="checkbox"/> Cabaret
Catering Requirements Coffee and tea are provided on arrival and throughout the day. Detail any meals required if relevant.	

* You will be asked to confirm exact numbers 7 days before your event.

Invoicing Details (If different from Booking Contact Details)	Name of Company Telephone No. Fax No. Email Address (inc department) Cost Centre if relevant Purchase Order No.
Payment method BACS: Account Name: Vineyard Network Church – Network House Sort Code: 08-92-99 Account No: 65336777 Cheques: All cheques are payable to Network House Birmingham	BACS / Cheque

The following section to be completed by Network House Birmingham for administrative purposes.

The following Hire Cost is based on the information supplied to Network House Birmingham by the Booking Contact. Network House Birmingham reserves the right to increase the Hire Cost should the Event alter and/or additional Services be required.

Hire Cost: Room hire charges Additional Services Total Hire Cost	
Amount of deposit due	

As a duly authorised representative of the Company/Organisation responsible for the Booking I agree to the Terms & Conditions of Hire.

Signed _____ Name _____

Position _____ Date _____

NETWORK HOUSE BIRMINGHAM
Conference Centre Facilities - Terms and Conditions of Hire

Definitions

Below are the definitions of the words used in these Terms and Conditions:

Event	Conferences, dinners, lectures, meetings, presentations, receptions and seminars held in Network House on the date specified in the booking form
Event Attendees	Any person who will be attending your event including staff, guests, speakers and suppliers or anyone else operating on your behalf.
Facilities	Any property including Network House and any sound, projection or other equipment belonging to Network House Birmingham
Network House Birmingham, we, us, our	Network House Birmingham of 174-178 Barford Street, Digbeth, Birmingham, B5 7EP (charitable company limited by guarantee registered in England and Wales under Company No.3188754 and Charity Number 1056661)
Services	Includes audio visual equipment hire and support, catering and other business services specified on the booking form
Total Hire Costs	The room hire fee(s) together with any other charges for Services associated with the Event as set out in the booking confirmation
Network House	Network House and any room(s) or other accommodation within it or the grounds and car park surrounding it
You, your	The person, organisation or company who will be hiring and using Network House for the Event

Thank you for choosing Network House for your Event. It is important that you understand your legal obligations when you make a booking with Network House Birmingham.

1. A Binding Contract

The contract is between you and us. You accept responsibility for paying all charges arising under this contract. The contract is governed by English Law and any relevant regulations of Network House Birmingham. You may not transfer your rights or responsibilities under this contract to any other person or organisation.

2. Making a Booking and Booking Deposit

All bookings made with us are granted strictly for the purposes specified on the booking form and will be accepted only following receipt of the completed booking form signed by you together with a non-refundable deposit of 10% of the Total Hire Cost.

Your booking will be confirmed to you together with a unique booking reference which should be quoted on any subsequent correspondence.

By signing the booking form you agree to pay the Total Hire Cost on the day of the event or within 14 days

after the date of the Event.

3. Cancellation

If you decide to cancel or postpone the Event you will still be liable to pay the following charges:

Written Notice Received By Us (Working Days before the Event)	% of Total Hire Costs Payable By You
More than 20 days	No charge above the non-refundable deposit paid
Between 11 - 20 days	50% room hire
Between 3 – 10 days	100% room hire
Less than 2 days	100% of room hire and 100% catering

We reserve the right to cancel the Event for reasons that are beyond our control. If this happens we will make every effort to offer you a suitable alternative.

We also reserve the right to cancel this contract without liability to you if you are in arrears of previous payments or Network House Birmingham becomes aware of any significant change in your circumstances or the Event content that would adversely affect the reputation of Network House Birmingham should your Event proceed.

Network House Birmingham partners with Vineyard Network Church Birmingham as a company limited by guarantee and welcomes bookings for events from across the community. However, we do reserve the right not to accept bookings (in accordance with our rights under relevant legislation) under circumstances where [the governing body] of the church feels that your event would, if held be against the doctrine of the church or would, in our opinion cause conflict with the religious convictions or other offence to our followers. Persons or organisations wishing to book an event within our church are welcome to speak to the Conference Coordinator if they wish to discuss this issue.

4. Opening and Closing Times

Your Event will start and end at the times specified on the booking form, and all your Event Attendees will have vacated the building no later than 30 minutes following the end of the Event. We will charge you for any facilities or services used outside the times agreed in writing.

5. Catering

You are required to use a caterer approved by us from time to time and it is your responsibility to confirm catering and agree on all costs with us prior to the event. Network House Birmingham cannot accept any liability for any extra costs connected with catering.

It is your responsibility to inform us of final numbers for your event and to comply with the caterer's conditions.

You or your Event Attendees are not permitted to bring food or drinks into Network House to eat or drink without our agreement.

6. Use of Network House

The following are not permitted at Network House:

Smoking; animals (except guide dogs); signage fixed by you to any wall, fixture or fitting other than that specifically authorised in advance by Network House Birmingham; encroachment into areas not included on the booking confirmation; obstruction of any corridors, fire escapes, toilets or any other area of Network House; the display of any offensive material.

7. Behaviour of Event Attendees

You will make sure that your Event Attendees behave in such a way that they do not cause a nuisance or unreasonable disruption to Network House Birmingham, our employees, or to anyone else using or visiting Network House and we reserve the right to terminate the stay of the person(s) involved or all Event Attendees.

8. Liability

You agree to pay any loss or liability of any kind to us or any other person caused by you or any of your Event Attendees and to indemnify Network House Birmingham in full against all injury (including death) to any persons or loss of or damage to any property which may arise out of any negligence, act of omission by you or your Event Attendees.

If any damage caused by your event prevents facilities and services being used whilst the damage is made good, you will be charged for any revenue lost during this period. We advise that you obtain insurance and are fully insured against all losses or liabilities. We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or any of your Event Attendees, however caused.

9. Services provided by other parties

We may, at our discretion, arrange services to be provided by another person or organisation at your request but any resulting contract is between you and the person or organisation providing the service.

Network House Birmingham cannot accept any liability for any costs connected with services you arrange directly with other providers.

10. Using Network House Birmingham's name without permission

You may not use the name of Network House Birmingham, our logo, or any photographs of our premises, internal or external, without our prior written permission.

11. Health & Safety

You must not allow any unauthorised personnel to use the Facilities covered by the booking and ensure that all Event Attendees comply fully with our Health and Safety policy.

You must ensure that arrangements are in place for any medical emergencies and provide a qualified (Red Cross or St. John's Ambulance) first aider for any Event with more than 100 Event Attendees.