



Room Hire Agreement Form EXTERNAL TENANTS



CUSTOMER DETAILS (PERSON RESPONSIBLE FOR EVENT/EQUIPMENT HIRE)

Name:

Business Name:

Address

.....

Tel:

Business Box encourages sustainable travel initiatives. Please refer to our website www.businessbox.org.uk for travel and commuting options. Parking on site is not guaranteed due to limited spaces.

DETAILS OF HIRE

Dates of Hire:

Purpose:

No.'s Attending:

Room required:

Maximum No. allowed

Start time:

Finish Time:

Cost:

NB 25% surcharge applies for evening bookings. Please note: all meeting room hire charges are exclusive of VAT

The hirer should be on the premises or available/contactable for the duration of the booking.

It is the hirer's responsibility to ensure that numbers are not exceeded.

Set-up Required :

Projector	<input type="checkbox"/>	Screen	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Flipchart	<input type="checkbox"/>		
Cabaret	<input type="checkbox"/>	Conference	<input type="checkbox"/>	Board	<input type="checkbox"/>	Horseshoe	<input type="checkbox"/>	Other.....	

Refreshments required:

	Amount	Cost
Tea
Coffee
Biscuits
Juice
Water

Lunch required BBox to order

Menu provided Wifi Access

I have read and agree to the conditions of hire as stated overleaf and have received information in regards to fire evacuation.

Signed Date

All details entered on to this form will be treated as confidential and will only be used in the context of the form.

Your name and any other details will not be passed on to any third parties without obtaining your further consent.