

# The Harry Hems Centre

Conferences, Functions & Private Dining

## Booking Form

I would like to book the following facilities:

### Contact Details

Name

Job Title

Company

Address

Postcode

Telephone

Fax

Email

*If the invoice address differs from the above please write this in the additional comments box*

### Event Details

Name of contact on the day

Contact mobile number

Contact email address

Date of booking(s)/event(s):

Time of day

Full day (9am-5pm)

Session - 4hrs, from \_\_\_\_\_ to \_\_\_\_\_

Evening from 6pm - from \_\_\_\_\_ to \_\_\_\_\_

Number of delegates (approx)

Final numbers to be confirmed  
3 days before the event

Name of event

Type of event

### Room Details

Please choose **one** of the following

- Room only (No catering/drinks required)
- Room only & catering/drinks separately
- Delegate rate (minimum of 5 people)

#### Room Only Rates

£140 per day

£90 per session (4 hours)

£25 per hour (after 6pm)

Delegate rates on next page

### Room layout

- Theatre       Open Square       U-Shape
- Cabaret       Open Square (without tables)       U-Shape (without tables)
- Boardroom       Classroom       Other \_\_\_\_\_

Does your event require a registration desk?

Yes

No

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## Catering Options

**Full Day Delegate Rate** (which includes arrival, mid morning, lunch & mid afternoon refreshments)

- Bronze Buffet Lunch - £30.00pp
- Silver Buffet Lunch - £33.00pp
- Gold Buffet Lunch - £35.00pp

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**Half Day Delegate Rate** (which includes lunch and one additional serving of refreshments)

- Bronze Buffet Lunch - £25.00pp
- Silver Buffet Lunch - £27.00pp
- Gold Buffet Lunch - £30.00pp

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## Room only catering options

- Beverages only
- Bronze Buffet Lunch - £6.00pp
- Silver Buffet Lunch - £8.25pp
- Gold Buffet Lunch - £11.25pp
- Other - Please specify? See 'Room Only' details \_\_\_\_\_

## Drinks

- Teas & Coffee - £1.20 per serving
- Teas, Coffee & Biscuits - £1.90 per serving
- Teas, Coffee & Orange Juice - £2.50 per serving
- Teas, Coffee, Orange Juice & biscuits - £3.20 per serving
- Use of Kitchen and self-service hot drinks machine - £0.75 per drink
- Bottled Water 1 litre - £1.95 per bottle

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<b>Tea &amp; Coffee Times</b>	Arrival Drinks	Quantity	_____	Time	_____
	Mid Morning Refreshments	Quantity	_____	Time	_____
	Lunch	Quantity	_____	Time	_____
	Mid Afternoon Refreshments	Quantity	_____	Time	_____
	Evening Refreshments	Quantity	_____	Time	_____
	Use of Kitchen & drinks machine	Quantity	_____		Approx - Charged for amount used
	Bottled water	Quantity	_____	Time	_____

Any special dietary requirements?\* (please specify) \_\_\_\_\_

\*May incur an extra cost

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## Equipment

*Delegate rates includes projector, screen, DVD/VHS & 2 flip charts*

- Projector - £40.00 per day/£20.00 per session
- Fixed Screen - Free
- Flipchart with pens - £8.00 per chart
- Wireless Internet - Free
- DVD/VHS - £10.00 per day/£5.00 per session
- Laptop - £20.00 per day/£10.00 per session
- OHP - *price on request*

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Where did you hear about our venue?

- Word of mouth
- Website - *please specify*
- Other - *please specify*
- Advert - *where?*
- Magazine - *please specify?*

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Any additional comments:

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**NB All prices exclude VAT**

**Please read and sign the terms and conditions attached**

Please retain a copy of the completed form for your own records

# The Harry Hems Centre

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## Terms & Conditions

### Definitions

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form. 'The Centre' is The Harry Hems Centre.

### 1. Bookings

All bookings must be on the official Harry Hems Centre booking form which should be completed signed and returned to The Harry Hems Centre.

A non-refundable deposit of £50.00 is required to secure your booking and should be received by The Centre within 2 weeks of receiving this agreement. Failure to do so may result in your booking being cancelled. For Room Only functions payment must be received in full before the date of the event, otherwise entry may be refused. For Room Only events all refreshment and equipment used will be invoiced after the event. A booking is deemed secure once a completed & signed booking form and deposit cheque has been received by The Centre. If The Harry Hems Centre accepts the booking it will then send a confirmation letter/email. At this point the booking is firm and both Hirer and The Centre are contractually committed. Prior to that time the booking is not firm. Consequently the Hirer should not make any announcement regarding use of the premises until that time. Email & telephone bookings are provisional only. After 2 weeks they will be deleted without further notice unless another enquiry is received. If this form and deposit are not received within 2 weeks of the date of issue, it will be assumed that the dates can be offered to other interested parties. Room hire charges are subject to change and VAT at the prevailing rate.

### 2. Purpose for Bookings

The general nature of the purpose of the activity to be engaged in must be disclosed to The Harry Hems Centre management.

### 3. Security

Access to The Centre is via the main entrance to Hems Court within the Hems Business Centre. The Harry Hems Centre is immediately inside that entrance so delegates have free access to the room. Nevertheless for functions during normal working hours, the hirers should provide The Centre with a list of names of people attending the meeting, at the latest the day before the event. The Hirer should make themselves known on arrival to The Harry Hems Centre Representative who can be found in Reception on the First Floor if not present in the centre. The Hirer is encouraged to arrive in advance of delegates so that arrivals can be verified. The Harry Hems Centre staff can also be contacted by the telephone in the room if required.

### 4. Cancellation by Hirer

All cancellations must be confirmed in writing. Should the Hirer cancel the event subsequent to completing the booking form, the deposit will be retained by The Centre. Please ensure that you have adequate insurance to cover a cancellation. If the Hirer cancels a confirmed booking at any time prior to the function The Centre will make every effort to re-hire the room on the Hirer's behalf. If The Centre is unable to re-hire the room the following scale of cancellation charges will apply.

- a) 12 weeks prior to event – Loss of deposit
- b) Between 6 and 12 weeks – 40% of the value of lost business
- c) Between 4 and 6 weeks – 60% of the value of lost business
- d) Between 2 and 4 weeks – 80% of the value of lost business
- e) Less than 2 weeks – 100% of the value of lost business
- f) Value of business lost will be calculated on the agreed minimum numbers of attendees when the day delegate rate is used or on the cost of room hire and catering ordered at the time of booking when the day delegate room is not used.
- g) If the room is re-hired the cancellation charge will be limited to the difference between the confirmed booking and any new booking.

### 5. Cancellation by The Harry Hems Centre

If the premises or any part of them are closed due to circumstances beyond The Centre's control it reserves the right to cancel the booking. The Centre also reserves the right to cancel a booking if: the Hirer becomes insolvent or enters into liquidation, bankruptcy or receivership; or the hirer is more than 28 days in arrears with any payment due to The Centre. In the case of cancellation due to the premises being closed, but for no other cause of cancellation by The Centre any monies paid will be refunded. Other than the repayment of monies paid following cancellation described above The Centre shall have no further liability to the Hirer. In particular The Centre shall not be liable or be required to pay compensation for any loss sustained or inconvenience caused as a result of or in any way arising out of the cancellation by it of a booking.

### 6. Catering

Catering, liquor and other services will be provided by The Centre's approved caterers. Outside contractors are not permitted. No food or beverage of any kind may be brought to the premises by the Hirer or any of the persons attending the function. Catering times are difficult to alter on the day and lunch times are fixed. However, should you wish to bring forward times of refreshments, please speak to The Harry Hems Centre representative as soon as possible.

### 7. Final Numbers

Any amendment to the number of delegates attending must be notified to The Centre in writing not less than 3 working days prior to the function. This will be used for catering and room set-up purposes. The amount payable will be calculated on the higher of the number of guests attending the day, the number stated on the accepted booking form or the number notified not less than three working days prior to the function.

### 8. Fire Regulations

Hems Court fire regulations will be observed by the Hirer at all times.

### 9. No Smoking Regulations

Smoking is prohibited at The Harry Hems Centre, in accordance with statute. We would be grateful if you could inform your delegates of this policy and ensure that they do not smoke in front of the entrance to The Centre, blocking the door.

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### 10. Damage

The Hirer will be responsible for making good any damage or excessive wear and tear caused by clients, contractors or delegates. The Centre shall be entitled to make good such losses or damage and charge the Hirer.

### 11. General

The Hirer and any parties brought into The Centre are expected to behave in a responsible manner and with due regard to the regulations of The Centre (including those relating to statutory fire and safety requirements) and any reasonable instructions of The Centre and its officers. In addition they shall not carry out or permit any conduct which might invalidate The Centre's insurance policies. Any breach in respect of the Hirer's obligations may result in termination of the booking.

### 12. Obligations to The Centre

The Centre will use its best endeavors to supply the accommodation arrangements specified on the Booking Form. The Centre shall not be liable for any failure to provide the accommodation reserved when that failure is caused by any event beyond its reasonable control, although The Centre will use its best endeavors to provide alternative arrangements.

### 13. Correspondence

Any notice to the Hirer shall be given at the address on the Booking Form or any other address which the Hirer may notify The Centre for the purpose of this booking.

### 14. Equipment

No equipment may be delivered without prior agreement. No bolts, nails, tacks, screws bits or like objects are to be driven into any part of the premises nor is any adhesive to be attached to it.

### 15. Electrical Equipment

No lighting, heating, power or other electrical fittings or appliances are to be moved or in any other way interfered with. No additional lighting, heating or power or other electrical fitting or appliances are to be installed or used without prior consent of The Centre.

### 16. Noise

The Hirer shall not exceed any noise levels, which, in the opinion of The Centre, may disturb or disrupt the normal operations of The Centre and the neighbouring buildings. A noise control systems has been fitted to all fixed sound emitting equipment to prevent these disturbances. Any sound emitting equipment provided by the hirer must be powered by the noise limiting electric point only. If you exceed the maximum noise level allowed by the Planning Authority the power supply will automatically be cut off.

### 17. Copyright

The Hirer is responsible for ensuring that no copyright laws are broken during events held at the Centre.

### 18. Payment

Payment of outstanding balance must be made immediately on receipt of invoice after completion of facilities usage. If payment is not received within the timescales quoted on the invoice, The Centre reserves the right to charge interest at 4% above the daily base rate levied by the Bank of England.

### 19. Liability

The Centre will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon The Centre's premises either by the Hirer or by its servants, agents, contractors or delegates. The Hirer shall be liable for and indemnify The Centre against any claims of whatever nature including (but not limited to) claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or neglects of The Hirer, its servants, agents, contractors or clients.

### 20. Insurance

The Hirer shall provide insurance covering the risks mentioned in 19 above

### 21. Jurisdiction and Proper Law

The contract constituted by the Booking Form and The Centre's confirmation thereof shall be subject to English law and shall be deemed to have been made in England. Please retain a copy of the completed form for your own records and please ensure you have read and signed the terms and conditions below.

### 22. Personal data collected

The data we collect may be personal data and may include your name, email address, address, telephone number and other contact details. We collect the personal data that you may volunteer while using our services. The purpose for which we process your data is to communicate with you. We do not disclose data to third parties.

I hereby accept the terms and conditions. I attach a room hire deposit of £50.00 per event.  
VAT will be added to the final invoice. Please make cheques payable to The Harry Hems Centre.

Signature

Print Name

Date

Please email to [info@theharryhemscentre.co.uk](mailto:info@theharryhemscentre.co.uk), fax to 01392 422891  
or post to The Harry Hems Centre, Hems Court, Longbrook Street, Exeter, EX4 6AP