

Provisional room booking will only be confirmed upon receipt of this form.

Budget Code <i>This must include Fund committee, bookings will not be taken without this</i>	Booking Number <i>admin use only</i>
Room Booked	

Contact Name			
Telephone number			
E-mail address			
Department/Company			
Address			
Title of Event <i>for display at the centre</i>			
Person running the event			
Date Required	Time Required		Number of Attendees
	From	To	

Catering Requirements	
Do you require refreshments ?	Yes/No
Do you require Lunch	Yes/No - Number required: _____
Any special dietary requirements	Yes/No - <i>Please notify us no later than 10 working days prior to the event</i>
Do any delegates have additional needs (eg mobility)?	No / Yes (Please list) _____

Room Layout Options
Any ♦ Boardroom ♦ U-Shape ♦ Cabaret ♦ Horseshoe (no tables) ♦ Other please state:
Other room requirements <i>(ie must be on ground floor)</i>
Will you need help on arrival?: No/Yes <i>(please state help required)</i>
Will you need Technical Support? <i>(i.e. installing software, web based programmes) his must be booked in advance?:</i> No/Yes <i>(please state support required)</i>

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS AND RETURN THE SIGNED FORM TO VALIDATE YOUR BOOKING

1. CANCELLATIONS

Council departments – A cancellation charge of £50.00 will be levied if the room is cancelled less than 7 working days prior to the event.

External bookings - For all chargeable room bookings the following charges will apply in the event of cancellation

After booking has been confirmed	25% of fee
Within one calendar month of the event	50% of fee
Less than one week before the event	full charge

2 REFRESHMENTS: Drinks are included free of charge.

3 LUNCH REQUIREMENTS: If lunches are required these will be charged at **£5.00 per person**. The numbers of delegates attending and any special dietary requirements should be confirmed ten working days prior to your booking and must be in writing by e-mail/letter/fax to The Learning Centre.

4 EVENING/WEEKEND SURCHARGES: The following surcharges will apply:

Tuesday, Wednesday, Thursday after 17.00 - £15.00
Saturday, per half day - £20.00

2 NON SMOKING: In accordance with Government legislation The Learning Centre (and its immediate outside area including the car park) is a non-smoking site.

3 EQUIPMENT: Any ICT equipment (including the work station/cupboard) must not be moved as this may cause damage to the equipment of its connections.

4 COURTESY: Please ensure that the room is left in a safe and tidy condition on leaving. In the unlikely event of any damage to the fixtures and fittings any costs incurred may be charged to the hirer.

5 BOOKING FORMS: In order to ensure an efficient room booking service at The Learning Centre, can you please confirm all your details by e-mailing this form and signed Terms and Conditions to learninganddevelopment@wigan.gov.uk, or faxing this to the Learning and Development Admin Office at the number shown below.

I have read the Terms and Conditions and agree to abide by them.

Signature:

Date:

PRINT NAME