**ROOM HIRE BOOKING FORM**

Please complete the details below and return to Pauline Quinn by email: [pquinn@vocal.org.uk](mailto:pquinn@vocal.org.uk) or post to: 30/1 Hardengreen Estate, Dalhousie Road, Dalkeith, EH22 3NX.

|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Details** | | | |
| Name |  | Organisation |  |
| Date & Time  room is required |  | Number of expected participants |  |
| Event type  (training, meeting, counselling etc.) |  | Room required & layout (i.e. Board, group tables, seating only) \* | Room -  Layout - |

\*please see photos on reverse for guide to room layout

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Booking requirements – please tick** | | | | |
| Laptop |  |  | Flip Chart, pad & pens |  |
| SMART Board |  |  | Tea, Coffee & Milk \*\* |  |
| Other (please specify) |  | | | |

\*\* **<5 participants**: use of staff kitchen/tea prep area available for refreshments

**6+ participants**: when booking our Esk training/meeting room and refreshments are requested, we will charge £1/head for the expected number of participants.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** | | | |
| Address |  | | |
| Postcode |  | Telephone |  |
| Email |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Details – please indicate which hire rate you require (room(s)/layouts overleaf)** | | | | | |
| **Esk (training room)**  Mon-Fri 9am-5pm £12.50/hr |  | **Esk (training room)**  Weekends & Evenings £15.00/hr \*\*\* | | |  |
| **Vogrie, Fala & Caerketton (meeting rooms)**  Mon-Fri 9am-5pm £10/hr |  | **Vogrie, Fala & Caerketton (meeting rooms)**  Weekends & evenings £12/hr | | |  |
| One-off full day(8hrs) booking – 10% discount |  | Ongoing (minimum of 4) full day (8hrs) bookings – 20% discount | | |  |
|  |  |  | | |  |
| Total Cost |  |  | | |  |
| Invoice to |  | | | | |
| Address |  | | | | |
| Telephone |  | | Email |  | |

\*\*\*key access is provided for bookings outside office hours.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Confirmation** | | |  | | |
| I confirm that I have read and accept VOCAL’s Room Hire Terms & Conditions. | | | | | |
| Signed |  | Print |  | Date |  |

|  |  |
| --- | --- |
| **Esk**  Purpose: Board Meetings, Training  Capacity: 16-20 (depending on layout)  Equipment: Laptop & Smart Board  Flip chart also available on request. | ***Board Layout*** |
| ***Group Layout*** | ***Lecture/Training Layout*** |
| **Vogrie**  (secure access)  Purpose: Counselling, Interviews, Focus groups  Capacity: Interview layout – 6 max  Counselling layout – 3 max  Small group layout – 3-6 max |  |
|  | **Fala**  Purpose: Surgeries, carer meetings  Capacity: 3-4 max  This room is furnished with three comfy chairs around a small coffee table but also has a small writing table with 2-3 chairs available. |
| **Caerketton**  Purpose: Surgeries, carer meetings  Capacity: 3-4 max  This room is furnished with three comfy chairs around a small coffee table but also has a small writing table with 2-3 chairs available. |  |