

Pill Millennium Centre

Application for Room / Facility Hire



Special Event Regular Booking Invoice Pay on the Day

Name of Applicant _____

Organisation / Club _____

Address _____ Post Code _____

Phone Number _____ Email _____

Please tick the appropriate box/es for the facilities required:

Main Hall	<input type="checkbox"/>	Ron Jones Suite	<input type="checkbox"/>	Alex Suite	<input type="checkbox"/>
Assembly Room	<input type="checkbox"/>	One to One Room	<input type="checkbox"/>	3G Pitch	<input type="checkbox"/>
Learning Suite	<input type="checkbox"/>	Central Hub Office	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Café Area	<input type="checkbox"/>	Toilet Facilities	<input type="checkbox"/>

Type of event/occasion/activity _____

Number of people attending _____

SINGLE BOOKING

Day: _____ Date: _____

Booking Start Time: _____ Booking End Time: _____

Cost of Booking: _____ Deposit: _____ Balance: _____

Party or Event Security Deposit: _____

REGULAR BOOKING

Frequency: _____

Day: _____ Booking Start Time: _____ Booking End Time: _____

Booking Start Date: _____ Booking End Date: _____

Cost of Booking: _____ Deposit: _____ Balance: _____

ADDITIONAL INFORMATION

Summary of Terms & Conditions

This booking is subject to the 'Terms and Conditions for Room and Facility Hire'. A brief summary of the terms is outlined below. A full copy of the terms and conditions are available upon request from the Centre reception or can be found online at:

www.pillmill.co.uk/room-hire/terms-conditions-of-room-and-facility-hire

1. Interpretation

The "Hirer" shall mean the person, club or organisation hiring any part of the Pill Millennium Centre. The Hirer must be over 18 years old. "PMT" shall mean Pillgwenlly Millennium Trust Ltd.

2. Bookings

All applications for the hire of the room and facilities shall be made on the Application for Room/Facility Hire form which is available at the Centre reception. Bookings may be taken by telephone but the Hirer must sign the Booking Form before the booking starts.

PMT reserves the right to decline a booking application without any reason being provided.

As the Hirer you will have responsibility for the hire charge and for ensuring all conditions of hire are complied with.

Booking start and end times must be strictly adhered to and additional hire charges will be raised if booking start or end times are extended on the day.

Block bookings may only be made for a maximum duration of 12 months and thereafter the booking agreement needs to be reviewed and extended.

A 20% non-refundable deposit is required to confirm the booking. Provisional bookings will be held for 7 days. If the deposit is not paid on the 7th day then the provisional booking will be cancelled.

3. Charges

The Hirer must pay all charges by the method and payment terms required by PMT.

PMT will determine the charges for the Rooms or Facilities and these may be liable to change without prior notice to the Hirer.

Unless otherwise agreed with the manager payment for the bookings must be made **before** the start of the booked session.

PMT reserves the right to cancel future bookings without prior notice where charges remain unpaid 14 days after the due date.

4. Room Set Up / Set Down

Tables and chairs shall be set up and set down within the period of the booking. Wherever possible Centre staff will assist the Hirer with the set up and set down of tables and chairs.

Any further set up of equipment, tableware etc. must also be completed within the booked time and any third party suppliers such as DJs and room decorators must be finished by the end time of the booking.

5. Cancellation by PMT

PMT reserves the right to cancel or amend any booking at any times and will not be liable for any loss or damage arising from such cancellation. A full refund will always be given under such circumstances.

6. Cancellation by the Hirer

If the Hirer wishes to cancel the booking they must give written notice by email to admin@pillmill.co.uk. If notice is given and PMT is able to effect an alternative hiring of the room or facility PMT will refund to the Hirer the fee less a 20% administration charge. If PMT is unable to effect an alternative hiring PMT will be entitled to retain the whole of the fee, including any amount as yet unpaid.

I have read and understood the **Terms and Conditions for Room and Facility Hire**. I agree to comply with these fully.

Signed: _____ **Date:** _____

(No persons under the age of 18 may sign this form)

Please return to Pillgwenlly Millennium Centre, Courtybella Terrace, Newport, South Wales, NP20 2GH

Telephone: 01633 660262

E-mail: admin@pillmill.co.uk

OFFICE USE

Staff Name: _____

Date Booked: _____