



learn.



Venue Hire: Booking Form

To book the Classroom Space or request a quote for venue hire, complete the details below. Return this form to viewtube@field-studies-council.org.

To book a school group or hire the space as a self taught education group please use the online booking system.

Contact Name: . Quote / Booking
(delete as applicable)

Company: .

Address (for use on invoice): .

Contact phone number: .

Contact email address: .

Requested date(s) of hire: .

Time of arrival: . Time of departure: .
(indicate time you would like the building to be open to the time the last person will leave)

Number of attendees: .

Purpose of hire: .

Request Talk from the Education Staff about the Olympic Park development: .

Additional Information (e.g. access): .

Additional Services (e.g. AV): .

Catering, will you be organising catering directly with the Counter Cafe: Yes / No

Contact: catering@theContainerCafe.co.uk for details of menu and a quote.

How did you hear about the View Tube? .

I agree to the terms and conditions (reverse) signed: date: .

For office use only (initial date):

| | | | | | | |
|----------|----------------|----------|---------|-------------------------|---------------------|-------------------|
| Received | Fee to charge: | Approved | d/b ref | Confirmation & T&C sent | Invoice No & amount | Payment received: |
| | | | | | | |



Venue Hire Terms and Conditions

A list of terms and conditions pertaining to the rental of meeting rooms at The View Tube

Booking & payment:

- Requests to book a meeting room should be made by completing the booking form (on the reverse of these terms) and returning it by email: viewtube@field-studies-council.org.
- Confirmation of your booking will be provided by email or letter. Venue hire is not confirmed until receipt of this and is subject to availability.
- All charges to clients will be made by invoice
- Payment is due within 28 days of invoice date.

General:

- Clients arriving early cannot be guaranteed immediate access to meeting rooms.
- The client is responsible for preparation of the room for meeting requirements and preparatory work will form part of the rental time and be charged at the hourly rate. Rooms must be returned to their original configuration, and cleared of disposable items.
- Catering can be provided by the onsite café. Please contact them by email Info@thecountercafe.co.uk for more details and specific terms and conditions.
- There will be charge for an extra hour of booking time in the event that View Tube staff have to undertake reconfiguration or clearance of disposables.

Cancellations:

- Bookings cancelled within 21 days of the hire date will incur a 25% cancellation fee.
- If you have organized catering with The Counter Café, contact them directly regarding any cancellation. They are a separate company.

Security:

- The View Tube accepts no liability for unattended personal belongings or equipment
- The client must observe local emergency and security procedures
- The client is responsible for the safety, security and conduct of their guests on our premises.
- Smoking or open flames are not permitted anywhere in the building.

Damages:

- Breakages and spillages must be reported before the client leaves our premises.
- Accidental damages must be paid for by the client.
- The room must be left as it was found. Failure to do so may incur cleaning charges.
- Equipment provided to clients by The View Tube will require completion of an equipment hire form and remains the responsibility of the client until the equipment has been returned to The View Tube and the hire form signed as returned by the client and a member of The View Tube staff. Any damage or lost equipment will be charged in full.