|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Room hire booking form** | | | | | | | | | |
| Contact name: |  | | | | | | | |
| Contact phone number: |  | Email: |  | | | | | |
| Organisation name: |  | | | | | | | |
| Organisation type:  Select (x) | Charity/Not for Profit/NHS or FPM member: | | |  | Private/commercial use: | | |  |
| Invoice Address: |  | | | | | | | |
|  | | | | | | | |
|  | | | Postcode: | | |  | |
| Name of meeting/event: |  | | | | | | | |
| Purpose of meeting/event: |  | | | | | | | |
| Date(s) required: |  | | | | | Provisional only: | |  |
| Time(s) required: |  | | | | | | | |
| Total number of attendees: |  | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Select room and setup** | | | | |
| **Room** | **Setup** | **Capacity** | Select (x) |
| Domenet Room | Boardroom | 16-18\* |  |
| Classroom | 16 |  |
| Theatre | 25 |  |
| Burley Room | Meeting room | 6 |  |
| Classroom | 8 |  |
| Boardroom (U shape) | 8 |  |
| Domenet & Burley Rooms | Cabaret | 25-32\* |  |
| Classroom | 18 |  |
| Theatre | 36 |  |

\* The lower room capacity applies if you intend to use the 60” monitor for presentations, training etc.

|  |  |  |
| --- | --- | --- |
| **Select additional equipment / services** | | |
| **Equipment** | Select (x) |
| Laptop (hire, see overleaf) |  |
| Lecturn (free) |  |
| Self-serve tea, coffee, fruit juice, water and biscuits (free for bookings of 3.5 hrs or more) |  |
| Set up for lunch (you can order in your own lunch and we provide plates, napkins etc) |  |
| Flipchart(s) – please indicate how many (first one is free) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room hire rates** | | | | | |
| **Hire rates for Charities, Not for Profit, NHS and FPM members\*** | | | | | |
|  | **Hourly** | | **Half-day** | **Full-day** |
| Domenet Room | £40 | | £115 | £200 |
| Burley Room | £30 | | £85 | £145 |
| Domenet & Burley Rooms | £65 | | £185 | £310 |
| **Hire rates for private and commercial organisations** | | | | | |
|  | **Hourly** | | **Half-day** | **Full-day** |
| Domenet Room | £50 | | £145 | £250 |
| Burley Room | £35 | | £100 | £175 |
| Domenet & Burley Rooms | £80 | | £230 | £385 |
| **Additional equipment / services** | | | | | |
| 60” high definition monitor with built in sound system | | Free for Domenet and Burley | | | |
| Laptop | | £15 | | | |
| Flipchart(s) | | 1 free, additional £10 each | | | |
| Self-serve tea, coffee, fruit juice, water and biscuits | | Free for half-day and full-day bookings  £1.50 per serving for hourly bookings less than 3.5 hours | | | |

FPM are not VAT registered. Half-day 9:00-13:00 or 13:00-17:00. Full-day 9:00-17:00. Weekdays only. Call us on 020 3696 9040 or email [fpm@fpm.org.uk](mailto:fpm@fpm.org.uk) to ask about hiring outside of these times. Events booked outside of our standard hours will be charged at the hourly rate plus 50%.

**\*FPM MEMBERS**

FPM members (all categories) can hire our meeting rooms at the same rate offered to charities if they are attending the meeting in person.

**CATERING**

We can host additional catering booked by the user, but this may mean a reduction in the maximum capacities quoted above or require additional rooms to be hired, but we’ll do our best to work with your requirements.

**PROVISIONAL BOOKINGS**

Provisional bookings can be made by telephone, e-mail or via this booking form (state provisional next to the date(s) required. Provisional bookings will be held for a maximum of 14 days. Any bookings not confirmed within 14 days may be released without notice.

**BOOKING TERMS & CONDITIONS**

All bookings are provisional until a signed booking agreement (and purchase order, if applicable) is received from you. When the signed booking agreement has been received the booking terms and conditions have been accepted. We will confirm receipt of your booking agreement in writing. Please contact us if you do not receive confirmation from us.

Please read our full terms and conditions document available on our website

*Version 3.0, September 2021*