**Logo, company name

Description automatically generatedWinsley's House**

**High Street**

**Colchester**

**CO1 1UG**

**Room Booking Form**

**We have rooms available for hire between 9:00am and 4:00pm, Monday to Friday.**

**If you are unsure which space would suit your needs, please speak to us or make an appointment to view.**

**Ground Floor Meeting Room with disabled access.**

This room has basic kitchen facilities available for tea/coffee making.

* Seats up to 14 with tables conference style, or 22 lecture style

We have additional smaller rooms available which may suit up to 4 people.

Please contact us for further information.

**Please tick the correct box in accordance to your organisation type:**

**Room Hire Prices**

**Monday-Friday Monday- Friday**

**Organisation: Up to four hours: More than four hours:**

**Resident organisation £10 £20**

(organsiations currently leasing from Community360)

**Voluntary organisation £25 £50**

(eg: not for profit/CIC)

**Statutory organisation £40 £80**

(eg: CBC/CBH/Police/Fire)

**Commercial organisation £45 £90**

(Businesses)

**Please contact the office if you have any out of hours/weekend hire enquiries on 01206 505250**

**Additional requirements Please tick if you require any of the following:**

**Flipchart**  **Digital Projector**  **Laptop\***

(£5 per day) (£10 per day) (£10 per day)

\*Should you wish to bring your own laptop for presentation purposes, please contact us beforehand to ensure all IT is compatible.

**Refreshments.**

**Please tick if you require the following:**

**Tea / Coffee / Biscuits**  **For how many people:**

(70p per person for all 3 items, per day)

**Your information**

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Email address for invoice:** |  |
| Please note that payment is non-refundable unless one month’s notice is given  (Invoice will be generated at the time of booking) | |

**Do you require a Purchase Order number for invoicing purposes? Y/N**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date room required** |  | | | |
| **Purpose of room hire**  (Please give nature of your room hire, i.e. title of meeting being held) |  | | | |
| **Contact details for person on the day** |  | | | |
| **Time room required** | **From** |  | **To** |  |
| **Number attending** |  | | | |

**Room Layout:**

|  |  |
| --- | --- |
| Conference style  Lecture style | |
| Other (Please specify) |  |

**Consent under the General Data Protection Regulations (GDPR)**

At C360 we are committed to protecting your personal information and being transparent about how we collect, process, store, share and dispose of it.

C360 complies with its obligations under the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. All personal data is kept on central IT systems and is not stored or transported on portable electronic devices.

C360 collects and processes personal information to deliver one or more of our services. Further information can be found on the C360 Privacy Notice which can be found on our website <https://www.community360.org.uk/about/c360-data-privacy-notice/> If you are unable to access our Privacy Notice online and would prefer a paper copy to be sent to you, please let us know.

**Please tick:**

I confirm I understand how my personal information will be processed

as detailed above

I consent to C360 contacting me about other relevant services

If you later wish to withdraw consent, please contact 01206 505250 or email [information@community360.org.uk](mailto:information@community360.org.uk)

**Terms and conditions of the hire of Meeting Rooms in Winsley’s House**

1. The rooms are only available between 09:00 and 16:00, unless there has been an agreed booking for out of hours
2. Prices are charged as per guide at the top of the booking form
3. Any sessions over four hours will be charged at an all-day rate
4. A booking form must always be completed – provisional bookings can be made via telephone but a booking is not confirmed until a booking form has been received and payment made
5. If you need to cancel your room booking, you must provide one month’s written notice
6. Refunds will only be provided if at least one month’s notice is given upon cancellation
7. **Rooms must be left in the condition they were found in**
8. No alcohol or illegal substances are allowed
9. Winsley’s House is a strictly non-smoking building
10. The front door must remain closed at all times. Please use the doorbell to gain entrance
11. The fire assembly point is at the gates by Gate House, High Street, opposite the Minories
12. Health & Safety awareness must be carried out at the beginning of the session, detailing fire exits and routes in accordance with the procedures of the building
13. Doorways must never be blocked
14. **Winsley’s House is not licenced for music or television**
15. Refreshments must be pre-booked. Lunch can only be provided with 48 hours’ notice
16. **If you wish to bring your own laptop for presentation purposes, please contact us beforehand to ensure all IT is compatible.**
17. Any requirements that are not covered in this form must be provided in writing, in advance of the hire
18. Community360 reserves the right to cancel any booking in the event of unforeseen events or unavoidable circumstances

**I hereby confirm that I have read the terms & conditions above.**

**I understand I am responsible for ensuring that the leader of the session carries out the Health & Safety procedures.**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Position in Organisation** |  |
| **Signed** |  |
| **Date** |  |

**Community360 is a Company Limited by Guarantee**

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