



TASK Childcare Family Support & Learning Centre

Room Hire Booking Form

If you wish to hire one or more of our rooms, please complete the form below.
If you require crèche facilities, please complete a separate crèche booking form.

Organisation:	Contact name:
Address:	Invoice address (if different):
Telephone:	e-mail

Room names, sizes and possible layouts are shown overleaf. Please use this information to decide which room/s and layout you require.

Room	Date	Start time	End time	Number of attendees	Room layout

Please indicate if you need any of the facilities/services below.

Projector	<input type="checkbox"/>	Other Facilities <input type="checkbox"/> (Please specify):	
Screen	<input type="checkbox"/>	Tea, coffee & biscuits (£1 per head) <input type="checkbox"/>	Sandwich lunch (£5 per head) <input type="checkbox"/>
Laptop	<input type="checkbox"/>	Please indicate any dietary requirements e.g. vegetarian, gluten free	
Flip charts	<input type="checkbox"/>	

I accept the terms & conditions detailed overleaf.

Signed:

Date:.....

Organisation:

For office use only

Room hire		Lunch		PO number		Invoice number	
Tea, etc		Total		Invoice date		Date paid	

347 Caledonia Road, Glasgow, G5 0JY

☎ 0141 429 1140 ✉ reception@taskchildcare.co.uk

Scottish charity number: SC0200098

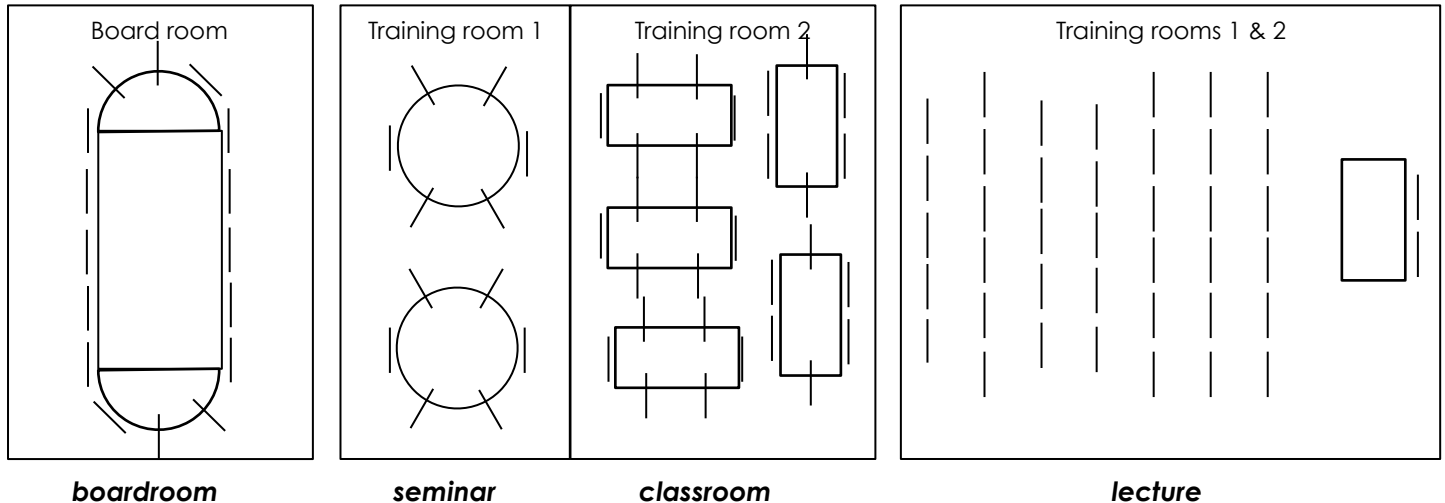
Company number: SC263085



TASK Childcare Family Support & Learning Centre

ROOMS & LAYOUTS

All rooms can be arranged to suit your preference. Please choose one of the layouts below or specify any other requirements overleaf.



TERMS & CONDITIONS

Please read these terms & conditions carefully before signing the declaration overleaf.

1. All room hires will be charged at the rates shown below. Discounted rates may be available for block bookings. Discounted rates also apply for community groups managed or run by volunteers for the benefit of members of the community.

Board Room	Training room 1	Training room 2	Training rooms 1&2	All rooms	Equipment hire
£20 per hour	£15 per hour	£15 per hour	£25 per hour	£40 per hour	£25 per booking

2. If a booking is cancelled less than 7 days prior to the date of hire, a cancellation fee equal to 50% of the cost of room hire will be charged. If less than 24 hours' notice of cancellation is received, the full cost of the room hire will be charged.
3. TASK reserves the right to:
 - a. alter hire charges at its discretion and without notice;
 - b. refuse admission to any person(s) whose behaviour, in TASK's opinion, is such that it interferes with the safe and efficient operation of the centre.
4. No smoking is allowed in any part of the premises.
5. The hirer shall be responsible for all damage to property or equipment caused by their members/attendees during the hire period.
6. TASK does not accept responsibility for any loss, damage or injury to any persons while they are participating in any activity organised by the hirer.

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Crèche Booking Form

If you require crèche facilities, please complete the form below. If you wish to hire one or more of our rooms, please complete a separate room booking form.

Organisation:	Contact name:
Address:	Invoice address (if different):
Telephone:	e-mail:

The number of staff we provide is dependent on the numbers and ages of the children attending the crèche. Please therefore ensure that the details you provide for each child are accurate.

Date(s) Required	Start time	Finish time	No. of children	Ages of children

If you require further information or wish to discuss any aspect of the provision, please contact Margaret or Angie on 0141 429 1140

I accept the terms & conditions detailed overleaf.

Signed:

Date:

Organisation:

For office use only

No of staff		Rate		PO number		Invoice number	
Total hours		Total		Invoice date		Date paid	

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