



# WEST BANN DEVELOPMENT

8 Killowen Court, Coleraine, BT51 3TP  
Tel: 028 7032 7859 Fax: 028 7034 3389  
Web: www.westbann.com E-mail: info@westbann.com

## Facility Booking Form

**NOTE: Conditions of use are on the reverse of this form and you are advised to read them carefully.**  
Please complete all sections using BLOCK capitals and return to West Bann Development at the address above.

### Organisational Details

**Name of Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Position:** \_\_\_\_\_

### Rental Details

**Facilities Required:** (Please Tick)

Note: A Separate Booking Form is required for each Room Required.

Half Hall - Media Side (£10 per hour + VAT)     Half Hall - Kitchen Side (£10 per hour + VAT)

Full Hall (£20 per Hour + VAT)     Board Room (£10 per Hour + VAT)

IT Suite (£25 per Hour + VAT)     \_\_\_\_\_

**Date(s) Premises Required:** \_\_\_\_\_

**Time(s) (From)** \_\_\_\_\_ **(To)** \_\_\_\_\_

**Please Provide a Brief Description of Your Activity (Meeting, Seminar, etc.):**

\_\_\_\_\_

### Equipment

**Furniture/Seating (Indicate Quantities Required):**

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Flip Charts: \_\_\_\_\_

**Equipment Requirements:**

TV (Including VCR and DVD Players)     Overhead Projector & Screen     Data Projector & Screen

Laptop Computer     Lectern     PA System

Wired/Wireless Internet Access     Other (Please Specify) \_\_\_\_\_

**Please use the reverse of this form to detail how you would like the room laid out for your booking**

### Catering

**Please Indicate Your Catering Requirements (If Any):**

Please Note that Sandwich Platters and Hot Food are only available to parties of 10 or More. For Further Information please contact West Bann Development on 028 703 27859.

<u>Service</u>	<u>Number of People</u>	<u>Date(s) and Time(s) Required</u>
Tea/Coffee/Biscuits (£1 per Person)		
Sandwiches Platter (£3 per Person)		
Sandwiches Platter & Soup (£5 per Person)		
Sandwiches Platter & Hot Food Buffet (£5.50 per Person)		

I (We) accept the conditions of use as outlined on this form. I (We) have retained a copy of this form including the conditions of use for future reference.

**Name of Responsible Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_

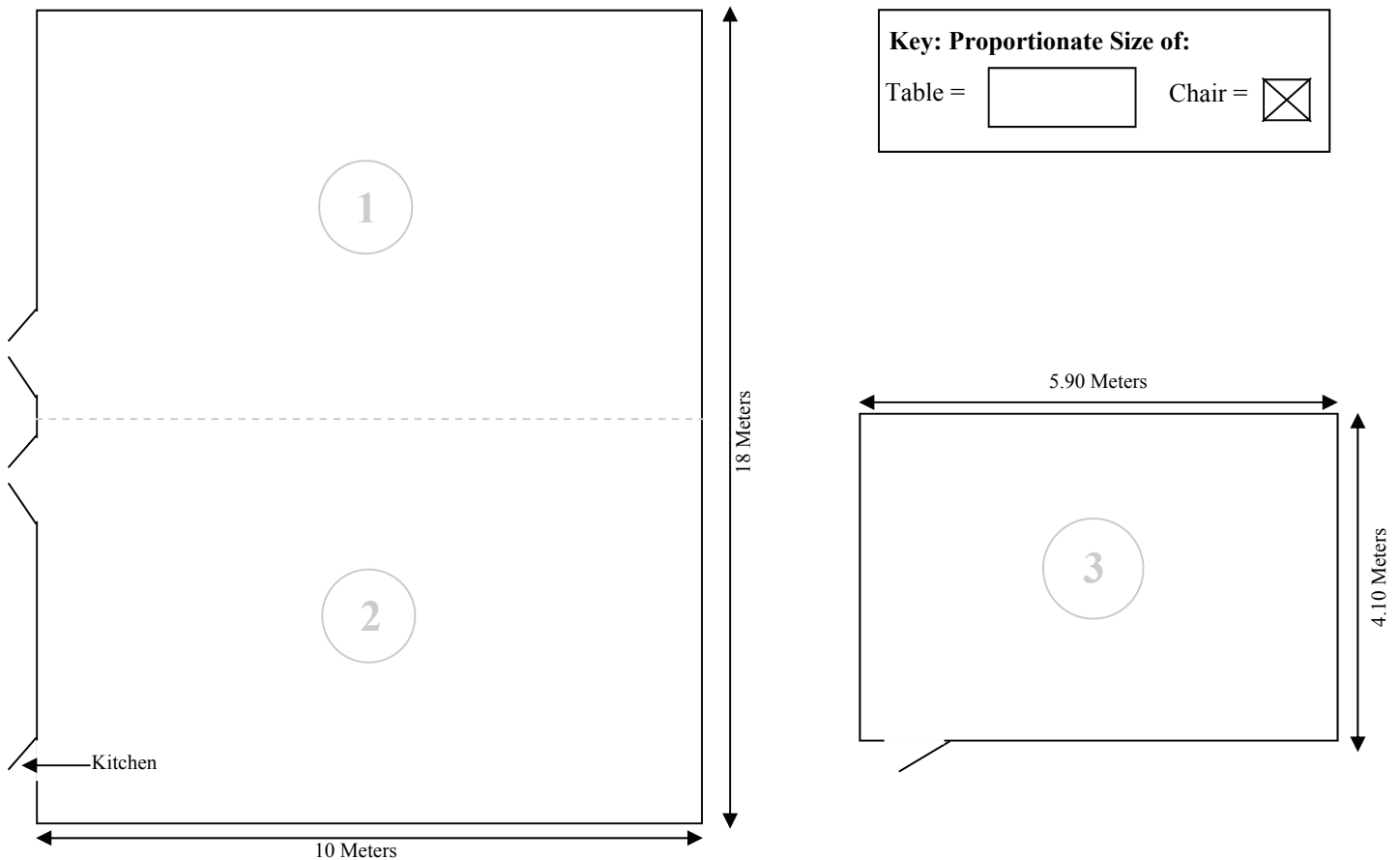
Approved By: \_\_\_\_\_

Diary Updated on: \_\_\_\_\_

## ROOM LAYOUT

Please help us to provide you with a superior level of service by detailing on the relevant diagram below exactly how you would like the room set up for your booking. (i.e.– Tables, Chairs and Equipment).

**(Full Hall = 1 and 2) (1 = Media Half) (2 = Kitchen Half) (3 = Boardroom)**



### WEST BANN DEVELOPMENT - CONDITIONS OF USE

**Subject to acceptance of the following conditions, use of the premises is granted unless notified otherwise. Read this section**

- (1) The person, association or organisation requesting use of the facilities must produce a copy of their own **public liability insurance** to cover the period of use. (NOTE: this is required by West Bann Development's insurers as West Bann Development may seek redress should any claim be necessary against the users of the facilities). Bookings are not confirmed until Facility Booking Form and a copy of insurance documentation is returned to West Bann Development.
- (2) Where persons under the age of 18 years are attending, the responsible person acknowledges that the requirements of the Protection of Children Act have been met and accepts liability under this Act.
- (3) Payment will be made in advance/within a week of event/ monthly or by invoice. (Please delete as appropriate).
- (4) The responsible person named below shall be in attendance at all times and shall be accountable for the conduct and safety of those present.
- (5) The times and dates stated **must not** be exceeded except by agreement with the Manager of West Bann Development.
- (6) All signs and notices displayed on the premises must be observed.
- (7) West Bann Development shall not be liable for any personal injury however caused during the period of use except that for which it is legally liable.
- (8) West Bann Development shall not be liable for any damage however caused to personal or other property including vehicles not belonging to West Bann Development.
- (9) The person named as the responsible person shall reimburse West Bann Development for any damage caused to any of West Bann Development's property, fixtures, fittings, equipment or other assets or chattels.
- (10) West Bann Development shall levy a cancellation fee of 50% should the person, association or organisation requesting use of the facilities for any reason cancel their booking within one week of the booking date. If the booking is cancelled within 3 days of the booking date, West Bann Development shall levy a cancellation fee of 75%. If the booking is cancelled on the day of the booking, or no notice is given the full cost of the booking will be payable.
- (11) There is an additional charge for the provision of tea, coffee, biscuits and other sundries.
- (12) West Bann Development would request that sensible footwear be worn by persons using facilities and in particular the wearing of stiletto heels is prohibited.
- (13) Should any of the above facilities not be made available a full or partial refund of any money paid will be made. No other compensation will be payable.
- (14) In the event of any dispute concerning these conditions the decision of the Board of Directors of West Bann Development shall be final.
- (15) West Bann Development has limited car parking spaces. Car parking is not guaranteed and patrons are asked to make use of other free public car parking facilities in the area if required.