**Hirer Information (‘the Hirer’)**

Name of organiser …………………………………………………………………………..

Name of organisation ………………………………………………………………………..

Name of organisation’s authorised representative ……………………………………….

Address ……………………………………………………………………………………….

………………………………………………………………………………………………….

Telephone number ………………………………….

Email address ………………………………….

**Booking Details**

Space required……………………………………………………..

Date(s) room(s) is required ……………………………………..

Purpose of hire/Group name

 ………………………………………………………………………………

Room access time …………… Finish access time ……………

Start time of event …………… Finish time of event ……………

Expected number of delegates ……………

**Room Set Up**

Under normal circumstances the room is set up with tables and chairs to fit ~30 people. These can be moved by the organiser to create space for additional chairs but must be returned to its original state before leaving.

**Other requirements**

OH Projector

**Refreshment facilities**

Unless by prior arrangement the room comes only with a kettle and washing up area. All consumables (tea/coffee etc.) should be brought with you along with appropriate cups etc.

We are happy for you to use external caterers or bring food yourself for your event. If this is the case, please complete the following:

Caterer’s name and contact details

………………………………………………………………………………..................................

………………………………………………………………………………..................................

Food delivery time ….……………

Time caterer removes food following event …………………..

If you have any other special requirements including access, please provide details

……………………………………………………………………………………………….................................................................…………………………………………………………………………………………………..........................................................................................................

**Waste**

Please leave the room in a clean and tidy state. All refuse must be cleared from the room and deposited in the large waste disposal containers located at the rear right of the carpark – please do not place non-recyclables in the wrong container!

**How did you find out about the community room?**

Leaflet Previous contact with the Trust Internet

Word of mouth

Other please state ………………………………………………………..

 I/We already have Public Liability Insurance

***By ticking the box above, the Hirer is required to have adequate Public Liability Insurance with a minimum cover of £5 million pounds through a reputable provider and a copy of your insurance certificate has been provided to Trust. Once a copy has been received the additional fee will be waived by the Trust. Please refer to clause 19 of the Terms and Conditions for details of the level of insurance cover required by the Trust.***

**Total Amount Due: £50** **per event deposit** (refundable or retained if multiple bookings are made by the same hirer)

**The Hirer confirms that he/she is authorised to sign this Agreement. By signing this Agreement, you agree to be bound by its terms. Please read them carefully.**

Signed by the Hirer

Signed

Name

Date

Signed for and on behalf of The Oxford Trust

Signed

Name

Date

Below are the contact details for the Trust

**The Oxford Trust**

Oxford Centre for Innovation

New Road

Oxford

OX1 1BY

Tel: 01865 810000

Email: info@scienceoxford.com

Website: [www.theoxfordtrust.co.uk](http://www.theoxfordtrust.co.uk)