

# THE BASE: TRAINING ROOM BOOKING FORM

Client Name *(hirer)*:

Company Name:

Company Address:

Postcode:

Company Tel No:

Company Reg No:

Date Required:

Event Name:

Start Time:

Finish Time:

Number of Attendees:

Training Room  Conference Room

**Room Layout Required** *(please tick as appropriate):*

U-Shape  
(Without tables)  Cabaret  Theatre  Classroom Style  
(With tables)  Boardroom Style

**Additional service / Equipment available:**

*(All classrooms have full AV equipment; projectors etc; Laptop connection as standard. Additional services and equipment are available at extra cost.)*

Additional Flip Charts  Fax Facility  
 In House Print Room Facility  Printing Facility  
 Photocopying  Delegate packs (pad & pen)

Auditorium

**Room Layout Required** *(please tick as appropriate):*

U-Shape  
(Without tables)  Cabaret  
(100 max)  Theatre  
(200 max)  Classroom Style  
(With tables)  Boardroom Style

**Additional service / Equipment available:**

*(All classrooms have full AV equipment; projectors etc; Laptop connection as standard. Additional services and equipment are available at extra cost.)*

Additional Flip Charts  Fax Facility  Lapel Microphone  
 In House Print Room Facility  Printing Facility  Full Technical Support  
 Photocopying  Hand Held Microphone  
 Delgate packs (pad & pen)

**N.B. Booking is subject to acceptance of VAA terms and conditions as overleaf.**



## THE BASE: PRICE TARIFF

### Room Hire

AUDITORIUM (Based on 100 people)

Full day (9hrs-17hrs)	Half day (9hrs-12hrs/ 12hrs-17hrs)	Evening (18hrs-00hrs)	Weekend (9hrs-17hrs)
£600.00	£375.00	£800.00	£1500.00

TRAINING ROOM

Full Day (9hrs-17hrs)	Half Day (9hrs-12hrs/ 12hrs-17hrs)	Weekend (9hrs-17hrs)
£325.00	£175	£450.00

CONFERENCE ROOM 1 & 2 (Combined based on 50 people)

Full day (9hrs-17hrs)	Half day (9hrs-12hrs/ 12hrs-17hrs)
£600.00	£375.00

CONFERENCE ROOM 1 OR 2

Full day (9hrs-17hrs)	Half day (9hrs-12hrs/ 12hrs-17hrs)
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## TOWN SQUARE OR RESTAURANT

Basic Evening Event (Weekday 18.00pm-00.00am)	Basic Evening Event (Weekend 18.00pm-00.00am)
£900.00	£1200.00

## THE BASE: HOSPITALITY TARIFF

- Various menu options on request.
- We can cater to most dietary requirements.

Signed:

(for Virgin Atlantic Airways Ltd)

Name:

Date:

Client Signature:

Name:

Position:

Date:

## Facilities Hire Standard Terms & Conditions

The hire of Virgin Atlantic Airways Limited ("Virgin") facilities is subject to the following terms and conditions:

- Applications to hire Virgin facilities ("Hired Facilities") should be made by completing the 'Facilities Hire Booking Form' ("Hire Form") overleaf and by enclosing the relevant hire fee as specified in Virgin's then current facility hire rate sheet as amended from time to time ("the Hire Fee").
- Bookings are subject to availability and if such facilities are available shall only be confirmed once Virgin receives the Hire Fee in cleared funds.
- The client named on the Hiring Form will be deemed to be the 'Hirer' and the Hirer together with any such delegates specified on the Training Notification Form ("Delegates") shall comply with these terms and conditions at all times.
- The Hirer is strictly prohibited from sub-hiring or further offering for hire any Hired Facilities to any third parties.
- The Hirer agrees to indemnify and keep indemnified Virgin from and against all loss, damage, costs, claims, demands, expenses or charges which Virgin may sustain or incur in respect of any matter arising out of the negligence or wilful default of the Hirer or Delegates, and to pay to Virgin on demand such sums as may be payable by reason of this indemnity.
- Virgin reserves the right to refuse a request to hire facilities without reason.
- Virgin reserves the right to cancel any booking upon written request for any reason up to 14 days prior to the date of hire and if so, will refund the Hire Fee to the Hirer in full. Virgin shall only cancel a booking after this period due to but not limited to acts of God or public enemy, war, hostilities, riot, terrorism, fire, storms, floods or other natural event, sabotage, explosion, strike, lock-out, other industrial disputes or any unforeseen operational requirements of Virgin ("Unexpected Events"). If Virgin cancels a booking due to an Unexpected Event it shall refund the Hire Fee to the Hirer in full.
- The Hirer shall be permitted to cancel a booking upon written request up to fourteen days before the date of hire and will receive a refund in full less an administration charge of £50. In the event that the Hirer wishes to cancel less than fourteen days before hire, the following shall apply:
  - Where cancellation occurs between 14 days and 8 days prior to the date of hire 75% of the Hire Fee shall be refunded less an administration charge of £50.
  - Where cancellation occurs between 7 days and 24 hours prior to the date of hire 50% of the Hire Fee shall be refunded less an administration charge of £50.
  - Where cancellation occurs less than 24 hours before the date of hire 100% of the Hire Fee shall be retained by Virgin.
- All refunds will be made back to the Hirer within 30 days of cancellation.
- Virgin reserves the right for any Virgin employee, or any person authorised by Virgin to enter the Hired Facilities at any time and for any reason.
- No alteration is permitted to the Hired Facilities furnishings, structure, IT or electrical infrastructure without the express permission of Virgin.
- Virgin employees or any persons appointed by Virgin are authorised to enforce these terms and conditions and to refuse entry to the Hired Facilities or to require any persons to leave the Hired Facilities.
- Hirers must confine numbers of Delegates to that specified on the Hiring Form and shall not use any equipment in the Hired Facilities not specified on the Hiring Form.
- Hirers and Delegates shall comply with all Virgin policies when on Virgin's premises, including those relating to security. As a condition of entry onto Virgin's premises Hirers and Delegates shall comply with Virgin's Right of Search policy (available on request).
- Hirers will notify Virgin immediately, or in any event within 24 hours, of any incident or damage that occurred on Virgin premises during the hiring period.

For office use only

Quotation sent  Date  Final Invoice  Date   
 Deposit Invoice Raised  Date  Cost Code

