Central Bedfordshire Council

**Houghton Hall Park:**

**Meeting Room Hire Request Form**

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| *If you need any help or advice, please contact* hhp@centralbedfordshire.gov.uk |
| **DATE REQUESTED**  |  |
| Date of activity: |  |
| Times of event/activity (e.g. 12pm-2pm): |  |
| Repeat booking information (if applicable) (e.g. every Tuesday/future dates requested): |  |
| Fee per hour |  |
| Cost |  |
| Purchase Order Number |  |

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| **BOOKING DETAILS** |
| Name of organisation/group (if applicable): |  |
| Name of individual hirer (required): |  |
| Address: |  |
| Contact telephone number: |  |
| Email: |  |
| Number of attendees (can be approx.): |  |
| Meeting room preference: Cedar/Lime/no preference**\*We are unable to guarantee availability of a specific room but will consider requests** |  |
| **CATERING**  |
| Catering required (Y/N)? |  | Time(s) catering requested: |  |
| Details of catering package required if applicable, with any additional dietary needs listed (e.g. vegetarian/gluten free): |  |
| **ANY FURTHER DETAILS (OPTIONAL)** |
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**Booking Terms and Conditions FAQ**

**Please ensure you read the full terms & conditions document before submitting this Request Form**

1. If a booking needs to be cancelled or amended, please contact Houghton Hall Park via hhp@centralbedfordshire.gov.uk as soon as possible to rearrange.

In the event of a cancellation within 7 days of the booking date, 20% of the total cost of the booking for that day/period will be charged to the hirer and an invoice for this amount will be issued.

If a cancellation is received less than 24 hours before a booking is due to commence, the full amount for that booking period (day/number of hours) will be charged to the hirer.

1. No bookings can be accepted for groups without a responsible adult present.
2. The furniture in the rooms will be set up in a standard format, we cannot accommodate bespoke requests for layouts. If you need to alter the layout of the furniture, please talk to a member of staff in advance to discuss this. It will be your responsibility to ensure the time needed for resetting the room has been factored into the length of the booking. No extra time before or after the agreed booked times can be given for access.
3. If you are planning to use the projector or screen, please provide your own **HDMI** cable.
4. We are unfortunately unable to provide flip chart paper or pens for bookings within either meeting rooms.
5. Please be aware our car park is restricted to 32 parking spaces for the use of visitors to the park and facilities. We are unable to reserve parking spaces for delegates using the meeting rooms, please car share where possible or arrive promptly to ensure you find a space.

**Please read the ‘Houghton Hall Park - Terms and Conditions of Hire’ as well as the above FAQ’s and sign the box below to accept these terms upon booking request:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE:** |  | **DATE:** |  |

Please return the completed form to hhp@centralbedfordshire.gov.uk or in person to a member of staff at Houghton Hall Park Visitor Centre. Please note that a provisional booking is not guaranteed until confirmed by a member of HHP staff.

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| **FOR HHP USE (PLEASE DO NOT ENTER TEXT HERE)** |
| Booking confirmation sent? |  |
| Date booking accepted: |  |
| Catering confirmed? |  |
| Added to finance sheet? |  |
| Room/space allocated: |  |
| Booking processed by: |  |
| Notes (optional): |  |