200a Pentonville Road, London, N1 9JP

**Tel:** 0207 832 5801 **Email:** [roombookings@vai.org.uk](mailto:roombookings@vai.org.uk)   
**ROOM BOOKING FORM – April 2021 - March 2022**

**VAI office hours are 9am-5pm – please be aware you will not be able to access VAI until 9am**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Organisation Name** |  |
| **Name of Event/Meeting/Training** |  |
| **Organisation Type** | Private / Public Sector / Community Organisations |
| **Telephone No** |  |
| **Email Address** |  |
| **Invoicing Address** |  |
|  |  |
| **Purchase Order Number (if applicable)** |  |
| **Date(s) Required** |  |
| **Time(s) Required** |  |
| **Number of People** |  |
| **Member of Voluntary Action Islington** | Yes/ No (delete as necessary) |
| **Catering Required** | Yes/No (delete as necessary) |

|  |  |
| --- | --- |
| **Room and Setup (enter yes against your chosen room & setup style)** | |
|  | |
| **Conference Room** : Rows (capacity 70) |  |
| : Boardroom Style (capacity 26) |  |
| : Cabaret Style (capacity 26) |  |
|  |  |
| **Training Room** : Rows (capacity 40) |  |
| : Boardroom Style (capacity 16) |  |
| : Cabaret Style (capacity 16) |  |
|  |  |
| **Seminar Room** : Rows (capacity 20) |  |
| : Boardroom Style (capacity 14) |  |
|  |  |
| **Meeting Room 5** (capacity 10 – boardroom style) |  |
| **Small Meeting Room 2, 3, 4** (capacity 6 – boardroom style)  *Room assigned on availability* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Catering/Equipment Hire (enter yes against your chosen equipment)** | | | |
| **Fairtrade tea, coffee and biscuits -** *please indicate how many*  *(1 round includes 1tea, 1coffee, 1 biscuit per head)* | | |  |
| **Laptop** | | |  |
| **Projector (\*)** | | |  |
| **Flipchart(s)** – *please indicate how many* | | |  |
| **Charities & Community Organisations** | | | |  |  |
|  | **4 hours** | **8 hours** | | **Evening, 5pm-9pm** | **Weekend** |
| Conference Room | £133 | £244 | | £185 | £348 |
| Training Room | £110 | £203 | | £132 | £259 |
| Seminar Room | £92 | £162 | | £110 | £226 |
| Meeting Room 1 & 5 | £69 | £116 | |  |  |
| Small Meeting Room | £56 | £88 | |  |  |
|  | | | |  |  |
| **Public Sector & Private Companies** | | | |  |  |
|  | **4 hours** | **8 hours** | | **Evening, 5pm-9pm** | **Weekend** |
| Conference Room | £185 | £348 | | £222 | £458 |
| Training Room | £156 | £301 | | £188 | £375 |
| Seminar Room | £144 | £267 | | £172 | £348 |
| Meeting Room 1 & 5 | £98 | £174 | |  |  |
| Small Meeting Room | £78 | £137 | |  |  |
| **Catering & Equipment** | | | |
|  | **4 hours** | **8 hours** | |
| Flipchart | £5 | £10 | |
| Projector | £21 | £37 | |
| Laptop | £21 | £37 | |
| Fairtrade Tea, Coffee & Biscuits | £1.95 per head (one round) | | |

**(\*)** *Please note we can provide VGA or HDMI cables. If your laptop doesn’t have a VGA or HDMI port please make sure you bring an adaptor to connect your laptop with the system/projector. Please note projectors in Seminar room and Meeting rooms 1-5 are portable projectors, while in Conference and Training room projectors are fixed in the ceiling.*

**Terms and conditions of use:**

***All room hirers must complete a booking form.***

***VAI office hours are 9am-5pm – please be aware you will not be able to access VAI until 9am.***

***All fire exits must be left clear and unobstructed at all times. Users must take precautions for the prevention of accidents.***

***Rooms must be left in the same state that they are found, and leave rubbish in bins provided.   
We are not able to provide paper, pens, post-it notes, blue-tac or printing facilities.***

***Unless you have selected to order refreshments of fairtrade tea, coffee and biscuits, we only provide hot water and paper cups. We do not offer lunch (please ask for catering recommendations).***

***We reserve the right to cancel or terminate the booking if rules are not observed/any H&S risk.***

***We will not take responsibility for any loss or damage incurred by the hirer.***

***We will only rent space to organisations that comply with our equal opportunities policy.  
If your organisation requires a PO number before payment, this must be provided at time of booking.  
Any cancellation must be made 72 hours prior to date of booking (failure to do so will incur a charge of 50% of the original booking fee).  
Full payment is required for new customers and evening/weekend bookings prior to the event.***

**I confirm that the details on this form are correct and that I have both read and accept the Terms and Conditions of hire.**

**Signed: Date:**