

## Room Hire – Booking Form

Please complete and return the booking form within 7 days of making your provisional booking to: Reception, Freeways, Leigh Court Centre, Pill Road, Abbots Leigh, Bristol BS8 3RA or email to [info@freeways.org.uk](mailto:info@freeways.org.uk)

Please note that your booking is not confirmed until your completed booking form is received.

<b>Organisation</b>					
<b>Contact/lead name</b>					
<b>Contact telephone number</b>					
<b>Email address</b>					
<b>Invoice address</b>					
<b>Date(s) room(s) required</b>		Start time:		Finish time:	
<b>Which room(s) do you wish to book?</b> Please tick all that apply.					
<b>Room</b> <small>(inc tea and coffee)</small>	<b>Full Day Rate</b>	<b>Half Day Rate</b>	<b>Hourly rate</b>	<b>Weekend rate</b>	<b>Room set up</b>
Lester Room <input type="checkbox"/>	£195 <input type="checkbox"/>	£115 <input type="checkbox"/>	N/A	£230 <input type="checkbox"/>	Cabaret <input type="checkbox"/>
Beech Room <input type="checkbox"/>	£165 <input type="checkbox"/>	£90 <input type="checkbox"/>	N/A	£200 <input type="checkbox"/>	Theatre <input type="checkbox"/>
Kitchen/break out room <input type="checkbox"/>	£100 <input type="checkbox"/>	£55 <input type="checkbox"/>	N/A		Boardroom <input type="checkbox"/>
Elder Room <input type="checkbox"/>	£ 75 <input type="checkbox"/>	£45 <input type="checkbox"/>	£12.50 <input type="checkbox"/>		
<b>Name of event</b>					
<b>Number of delegates</b>					

<b>Equipment needed (subject to availability)</b>	Flip chart stand	
	Flip chart pad & pens	
	Laptop	
	Data Projector	
	Interactive whiteboard (Lester Room)	
<b>Copy of public liability insurance certificate attached</b> If "No": I/We confirm that Freeways will not be held liable for any claim or action arising as a result of this room booking.		<b>Yes/No</b>
<b>Lunch can be provided, menu is available on request.</b>		<b>Yes/No</b>
<b>Please sign here to confirm that you have read our Terms and Conditions and agree to them.</b>		
Signed..... Date.....		

**Thank you for your booking.**

## Room Hire – Terms and Conditions of Booking

### Making a booking

Please telephone our reception on 01275 372109 to make your provisional booking. To confirm your booking please complete & return this form to Freeways, Leigh Court Centre, Pill Road, Abbots Leigh, Bristol BS8 3RA.

### Payment

You will be invoiced after the event and payment maybe made by BACS or by cheque.

### Changes and Cancellations

We understand that sometimes, for reasons beyond your control, you may need to cancel or alter your booking.

In the case of alterations, we are only able to amend your booking providing that there is availability on the new date.

For cancellations the following charges will apply.

Within one week of date of hire	50% of hire charge
One to two weeks prior	25% of hire charge
Two to four weeks prior	10% of hire charge

In the unlikely event that Freeways has to cancel your booking, a 10% discount will be applied to your next booking in recognition of any inconvenience caused.

**Catering** – lunch can be provided by the Enterprise Group, the menu is available on request.

### Use of premises

The rooms may only be used for the purpose stated on the booking form. We also ask that you attach a current copy of your public liability insurance certificate to your booking form. If you do not have public liability insurance, you will need to confirm on the booking form that you indemnify Freeways against any claim or action as a result of the booking.

### Breakages and damages

We understand that accidents happen. Please let us know of any breakages or damages as soon as possible and within 24 hours of your event taking place at the latest. Freeways cannot accept any responsibility for the damage or loss of the hirer's or delegates' own equipment or personal belongings. We reserve the right to charge for any damage caused to our property/equipment/furniture.

### Car parking

Car parking on site is free. Spaces are available on a first come, first served basis. Please note that vehicles are left at the owners' own risk and Freeways cannot accept any responsibility or liability for damage to vehicles or any losses.

### Directions

#### From Bristol, Clifton Suspension Bridge or Cumberland Basin

- \*Join A369 towards Portishead/M5 motorway, through traffic lights at Beggar Bush Lane.
- \*Enter Abbots Leigh, continue along this road passing the George Inn & Harris Lane on your left.
- \*As the road bends with Sandy Lane on your left prepare to turn right into the drive leading to Leigh Court Business Centre.
- \*Continue along the drive, Freeways is on your left (after Brackenwood Nurseries) after 4 speed bumps.

#### From M5 Motorway, Junction 19

- \*Take the A369, following signs for Easton-in-Gordano, pass The Rudgeleigh Inn on your left.
- \*Enter Abbots Leigh, passing the signpost on your left for Ham Green/Pill.
- \*Continue along the A369 down the hill; prepare to turn left into the drive leading to Leigh Court Business Centre.
- \*Continue along the drive, Freeways is on your left (after Brackenwood Nurseries) after 4 speed bumps.

