

MEETING ROOM HIRE CATERING BOOKING FORM

Before completing this form, we recommend that you make an enquiry by telephone to check availability of dates, call the centre on 02890 923444. When you have checked dates and a provisional dates is being held, please complete and return this form and we will then be in a position to confirm your booking. Please note it is important that you read and accept our terms and conditions at the end of the form. If you have any queries, please don't hesitate to call us.

Client Details

Name of hiring organisation	
Contact name for booking	
Email:	
Address of hiring organisation	
Telephone:	
Extension or direct line for booking contact:	
Mobile:	
Name and contact details of trainer (if different to person making the booking)	
Name and contact details for invoicing:	

Room Required (Please select the appropriate box)

These prices are daytime rates, evening rates and hourly rates.

Half day: 9am – 1pm or 1pm – 5pm
Full day: 9am – 5pm
Hourly Rate (e.g. 10am - 2pm)

Room	Please tick	Room Type	No. of delegates	Half day	Please tick		Full Day	Please tick		Hourly rate EG: 10am-2pm	Please tick
TR 2 C 3	☐	Multi-purpose room		£90.00	☐		£175.00	☐		£35.00	☐

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Start date:	End Date:	Start time:	Finishing time:
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Room layout required (tick as appropriate):

Board room	Theatre	U Shaped	Other:
☐	☐	☐	☐

Technical or additional resources (tick as appropriate):

Flip Chart (£5) ☐

Laptop (£10) ☐

Clevertouch display (interactive white board and also allows for hybrid meetings) (£20) ☐

Please advise of any additional requirements for your event/meeting:	Can you provide a breakdown of the timings of your event i.e. access time, arrival of guests etc.
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Total costs of room hire and equipment	£
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Catering (tick as appropriate):

☐ Catering required ☐ Catering not required

If you require catering for your meeting or event, please choose from our menus overleaf. All catering requirements and numbers must be confirmed at least 7 days before the event. Please advise of any specific dietary requirements.

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Catering Package Options: (tick as appropriate):

Packages	Cost per person	Please tick your choices	Number of people	Total cost
1. Footprints Classic Continental Buffet - Assorted freshly baked pastries and croissants - Seasonal fruit platter - Selection of yogurt and granola - Orange juice, coffee and assorted teas	£8.00	☐		
2. Footprints Big Breakfast Buffet - Crispy bacon/ egg / sausage link filled baps - Freshly baked assorted muffins and pastries - Fresh fruit - Orange juice, coffee, and assorted teas	£10.50	☐		
3. Footprints Delights Buffet - Platter of Gourmet Sandwiches - Freshly prepared homemade soup - Freshly sliced seasonal fruits - Soft drinks, bottled water, and assorted juices	£12.00	☐		
4. Footprints Danu Buffet - Filled assorted paninis - Freshly prepared homemade soup - Posh crisps	£8.00	☐		
5. Footprints Healthy Options Buffet - Filled wraps - Guacamole & chilli rice crackers - Mixed greens salad with balsamic vinaigrette - Fresh fruit skewers - Herbal teas and lemon infused water	£9.00	☐		
6. Footprints Sweet Treats Dessert Buffet - Assorted mini traybakes - Mini scones with cream and jam - Decadent chocolate brownies - Fruit skewers with chocolate dipping sauce - Assorted cookies and biscuits - Tea, coffee and flavoured syrups	£8.50	☐		
7. Footprints Mini Bites Option A - Selection of biscuits - Tea, coffee and infused water	£3.00	☐		
Option B - Shortbread and strawberries - Tea, coffee and infused water	£4.00	☐		

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Please advise of any special dietary requirements:	Can you provide a breakdown of the timings of your event i.e. tea/coffee on arrival, time for lunch etc.
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Total costs for catering	£
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Overall total costs for event	Room hire and equipment £ Catering £
TOTAL	£

Meeting Room Hire and Catering Cancellation Policy

At Footprints we understand that plans can change unexpectedly. To ensure clarity and fairness for all our clients, we have established the following cancellation policy regarding meeting room hire:

1. Cancellation Period:

- Cancellations must be made in writing and received by Footprints at least 7 days prior to the scheduled event date.

2. Cancellation Charges:

- Cancellations made within 7 days of the event date will result in a cancellation fee equivalent to 50% of the total booking cost.
- Cancellations made outside of the 7-day window will not incur any charges.

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3. Refunds:

- Any deposits or prepayments made towards the booking will be refunded in full for cancellations made within the specified cancellation period.
- Refunds will be processed within 20 business days after the cancellation request has been received and confirmed.

4. Force Majeure:

- In the event of circumstances beyond your control, such as natural disasters, government restrictions, or other unforeseen emergencies, Footprints may waive the cancellation fee at its discretion. Documentation may be required to support such claims.

5. Modification Policy:

- Changes to the event date, duration, or other details may be accommodated subject to availability and mutual agreement between the client and Footprints. Additional charges may apply for modifications made within 7 days of the event date.

6. Notification of Cancellation:

- It is the responsibility of the client to ensure that any cancellation requests are communicated to Footprints in a timely manner.

By booking our meeting room facilities, you agree to adhere to the terms and conditions outlined in this cancellation policy. We appreciate your understanding and cooperation in helping us maintain the highest level of service for all our clients.

If you have any questions or require further clarification regarding our cancellation policy, please do not hesitate to contact us. We are here to assist you every step of the way.

I agree with Footprints Women's Centre's terms and conditions for the hire of rooms and equipment and catering if this has been requested.

Print Name: _____

Signature: _____ Date: _____

Please return this completed form to: reception@footprintswomenscentre.com

Footprints Women's Centre
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Dunmurry
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