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# ROOM HIRE BOOKING FORM

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--|--------------------------------------------------|--|-------------------------------------------|---------------------------------------|-----------|-----------------------------|--------------------|----------------------------|--------------------|------------------------------------|-------------------------------------------|
| <b>Company Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |  |                                                                                                                                                                            |  | <b>Postcode</b>            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Telephone/Extension</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |  |                                                                                                                                                                            |  | <b>Fax</b>                 |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Contact Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Contact Email</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Date of Event</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Name Of Event/Course</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Trainer/Leading Person</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Room Layout (please circle)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |  | <b>U-Shape with tables</b>                                                                                                                                                 |  | <b>U-Shape chairs only</b> |                                                                                                                                                                                   | <b>Theatre</b>                                 |  | <b>Boardroom</b>                                 |  | <b>Other (please specify)</b>             |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Times Required (incl. set-up/clear up time)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |  | <b>Full day:</b>                                                                                                                                                           |  |                            |                                                                                                                                                                                   | <b>Session Times:</b>                          |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |  | Our standard office hours are 9.00am to 5.00pm. We are happy to hire rooms outside of these times, at a cost of £25.00 per hour in addition to the standard room hire fee. |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Additional Equipment Requirements (please circle)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |  | <b>Laptop (£15)</b>                                                                                                                                                        |  | <b>Projector (£30)</b>     |                                                                                                                                                                                   | <b>OHP (£15)</b>                               |  | <b>Flip Chart/Easel with 4 marker Pens (£10)</b> |  | <b>TV/DVD TV/ Video/Smart Board (£30)</b> |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Drinks &amp; Biscuits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |  | <b>Tea/Coffee / Wrapped Biscuits (£3.50/PP )</b>                                                                                                                           |  |                            |                                                                                                                                                                                   | <b>No. Req</b>                                 |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Buffet (£7.50 per head)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |  | <b>Yes</b>                                                                                                                                                                 |  | <b>No</b>                  |                                                                                                                                                                                   | <b>No. Required:</b>                           |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Special Dietary Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                           |  | <b>Yes</b>                                                                                                                                                                 |  | <b>No</b>                  |                                                                                                                                                                                   | <b>If yes, please specify (incl. numbers):</b> |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Disability Requirements, etc.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |  | <b>Yes</b>                                                                                                                                                                 |  | <b>No</b>                  |                                                                                                                                                                                   | <b>If yes, please specify (incl. numbers):</b> |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Room Hire Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                           |  | £                                                                                                                                                                          |  |                            | <b>Order No.</b>                                                                                                                                                                  |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Additional Equipment Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                           |  | £                                                                                                                                                                          |  |                            | <b>NOTE: Cheque should be enclosed with booking form</b><br><b>Charges for hire of equipment, buffets and refreshments are subject to VAT at 15% Room hire is EXEMPT from VAT</b> |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>VAT (not on Room Hire)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |  | £                                                                                                                                                                          |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |  | £                                                                                                                                                                          |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Signed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <b>Please Specify Suite Required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                           |  | <b>Priestley Suite</b>                                                                                                                                                     |  | <b>Boulton Suite</b>       |                                                                                                                                                                                   | <b>Boulton &amp; Priestley (combined)</b>      |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |  | <b>Rutherford Suite</b>                                                                                                                                                    |  |                            | <b>Murdoch Suite</b>                                                                                                                                                              |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| <p>Payment to be made in full 3 weeks prior to room hire.</p> <p>All food and refreshments consumed on the premises must be provided by BCT.</p> <p><b>Cancellation Fees:</b> Notification of cancellation must be received in writing. In the event of you cancelling a booking, the following charges will be made:-</p> <table border="0"> <tr> <td>More than 4 weeks prior to a function</td> <td>No Charge</td> </tr> <tr> <td>3-2 weeks prior to function</td> <td>50% of hire charge</td> </tr> <tr> <td>2-6 days prior to function</td> <td>75% of hire charge</td> </tr> <tr> <td>Less than 2 days prior to function</td> <td>100% of hire charge (+100% catering cost)</td> </tr> </table> |                                           |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           | More than 4 weeks prior to a function | No Charge | 3-2 weeks prior to function | 50% of hire charge | 2-6 days prior to function | 75% of hire charge | Less than 2 days prior to function | 100% of hire charge (+100% catering cost) |
| More than 4 weeks prior to a function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | No Charge                                 |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| 3-2 weeks prior to function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 50% of hire charge                        |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| 2-6 days prior to function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 75% of hire charge                        |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |
| Less than 2 days prior to function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 100% of hire charge (+100% catering cost) |  |                                                                                                                                                                            |  |                            |                                                                                                                                                                                   |                                                |  |                                                  |  |                                           |                                       |           |                             |                    |                            |                    |                                    |                                           |