



Brunswick Hub
98-100 Shrubland Street
Leamington Spa, CV31 3BD
T 01926 422123
E reception@brunswick.org.uk
W www.brunswickhlc.org.uk

The Heart of the Old Town Community

We are delighted that you have contacted the Brunswick Hub to enquire about our room hire facilities. There are several facilities for hire:

- The community hall accommodates up to 100 delegates depending on seating requirements but has also proved very popular with smaller groups. The seating can be arranged as required and tables can be provided.
- The training room provides a more intimate atmosphere for smaller meetings or training sessions for up to 12 people. Flip charts, overhead projector and screen with video and power point facilities are available upon request.
- The enterprise room is our medium sized room, this is perfect for meetings and training sessions for up to 16 people. Flip charts and projector etc. are available upon request.
- A smaller counselling room is also available for one-to-one meetings.
- Our Small Meeting Room can be used for meetings up to 4-5 people or as a counselling Room.
- The IT Suite houses 15 computers with internet access and print facilities and is ideal for IT Training. Please let us know if you would like more details about the software capabilities of the Suite.

Alongside these facilities there is a coffee shop, where food and drink can be purchased. Alternatively we can prepare and serve refreshments throughout the day and provide a buffet lunch. We serve a varied selection of healthy food including vegetarian options.

We will try our best to accommodate your requests, please let us know your requirements.

We look forward to hearing from you.



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BOOKING FORM

To confirm your room booking please complete in **BLOCK CAPITALS** and return immediately. Please telephone if you have any queries.

Company Name/ Organisation	
Name of contact	
Address	
Post Code	Email
Contact No	Mobile No

IF INVOICING DETAILS ARE DIFFERENT FROM ABOVE, ENTER DETAILS BELOW

Date of Event:
Company Name/ Organisation:
Invoice to:
FAO Contact:
Address:
Post Code:
Telephone No:
Email Address (please print): IN ORDER TO SAVE POSTAGE, OUR POLICY IS TO EMAIL INVOICES WHERE POSSIBLE
Payment can be made directly to our bank: Unity Trust Bank Account Name: Brunswick Healthy Living Centre Sort Code: 60-83-01 Account Number: 20287337
Order Number/Any other comments;



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ROOM REQUIRED

Community Hall Training Room (up to 12 people) Small Meeting Room

Enterprise Training Room IT SUITE Interview Room

Please confirm the status of your group/organisation (see page 5 for details):

Community Statutory Commercial

Number of persons attending:
Purpose of Function:

REGULAR FUNCTION

Day of Function:
Start Date: End Date:
Title of Event/Function:
Frequency e.g. weekly:
Time of Event
Start time: Finish time:

ONE OFF EVENT

Date of Event/Function:
Title of Event/Function:
Time of Event/Function Start time: Finish time:





ROOM LAYOUT

Seating Required :
Tables Required :



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How would you like the seating arranged? Please tick:

AUDIENCE <input type="checkbox"/>	HORSESHOE <input type="checkbox"/>	CONFERENCE <input type="checkbox"/>	GROUP <input type="checkbox"/>
			

OTHER (please specify) ADDITIONAL EQUIPMENT REQUIRED

Flip Chart Pens Projector Laptop
 Safety cable cover Extension Leads Screen Speakers

Please record any chargeable extras here: i.e. Photocopies

All Room Hire includes use of Flipchart & pens and projector. A laptop can be hired for £10 per day/ £5 for half a day

Community Rate applies to any non-profit making, voluntary or charitable organisation or any person living within the Old Town Area of Leamington Spa who books directly with us for a community event.

Statutory Rate applies to any public organisation/training providers e.g. WDC, WCC, NHS, CCG etc

Commercial Rate applies to any private business/company or profit making organisation.



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CATERING REQUIREMENTS FORM

Name of Organisation:		Name of contact/organiser:		
Date:				
Function/Event:				
Room:		No of people:		
ITEM	HOW MANY			
MENU A – Standard Buffet				
MENU B – Light lunch				
Tea/Coffee & Biscuits				
Orange Juice (Jugs)				
Water				
Extras				
TOTAL				£

SPECIAL REQUIREMENTS

Coeliac		
Diabetic		
Vegetarian		
Other		

Times of breaks for Refreshments (Please insert times you would like your breaks)

Arrival (Time)	Mid-morning
Lunch	Mid-afternoon

NOTES (OFFICE USE) Please enter any information which may affect invoicing i.e. Cancellations. Will need to know date of cancellation, name of person cancelling, reason why etc.

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I have read and understood the conditions of hire and agree to abide by them

Signed:	
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Hire Charges

Room Hire Hourly rates – Monday to Sunday

Hourly Rates	Community Rate	Statutory Rate	Commercial Rate
Community Hall	£20 per hour	£22 per hour	£26 per hour
Training Room	£10 per hour	£12 per hour	£16 per hour
Enterprise Training Room	£12 per hour	£14 per hour	£18 per hour
IT Suite	£24 per hour	£28 per hour	£32 per hour
Interview Room	£8 per hour	£10 per hour	£12 per hour
Small Meeting Room	£8 per hour	£10 per hour	£12 per hour
Full Day Rates 9.00am-5.00pm	Community Rate	Statutory Rate	Commercial Rate
Community Hall	£150	£160	£180
Training Room	£65	£75	£95
Enterprise Training Room	£70	£77	£97
IT Suite	£180	£190	£200
Interview Room	£50	£60	£65
Small Meeting Room	£50	£60	£65
Half Day Rates 9am-1pm/1pm-5pm	Community Rate	Statutory Rate	Commercial Rate
Community Hall	£75	£80	£90
Training Room	£35	£45	£50
Enterprise Training Room	£37	£39	£52
IT Suite	£90	£95	£100
Interview Room	£25	£30	£40
Small Meeting Room	£25	£34	£46



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MENU A

STANDARD BUFFET

Suitable for a full-day conference, this option offers a selection of tasty foods to meet your requirements

(Full details of numbers and refreshments required no later than 7 days prior to event please)

Selection of Freshly Cut Sandwiches and Mixed Wraps

Selection of Finger Food Savouries

Homemade Quiche

Hand Cooked Potato Chips

Desert Selection

Tropical and Seasonal Fruit Platter

£5.95 per person

(Drinks are available separately)

** If you would like us to provide a buffet, but would like to discuss individual requirements, we are happy to help subject to availability
Prices will be calculated accordingly*

Please contact us to discuss your needs

**** Please be aware that some of our food may contain nuts****



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MENU B

LIGHT BUFFET LUNCH

This menu is suitable for delegates wanting a light lunch.

(Full details of numbers and refreshments required no later than 7 days prior to event please.)

Selection of Freshly Cut Sandwiches and Mixed Wraps

Hand Cooked Potato Chips

Desert Selection & Tropical and Seasonal Fruit Platter (this can be a mixed selection if required)

£4.00 per person

(Drinks are available separately)

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1. All bookings are considered to be provisional until a booking confirmation notice has been issued, usually upon receipt of a completed booking form. The booking form should be returned as soon as practicable, ideally at least 4 weeks before the event. Emailed booking forms are acceptable.
2. The terms of the hire as set out in the booking confirmation notice can only be changed by agreement with BHLC staff and requested changes must be confirmed in writing or by email.
3. In the case of regular weekly bookings, a booking confirmation will be issued quarterly. In order to ensure our priorities of health and serving the local community are met, these bookings will be reviewed internally every three months.
4. The cost of room hire includes the use of a flipchart and overhead projector, if required. Other facilities e.g. Laptops are available at an extra charge. A charge is also made for photocopying and/or printing.
5. Rooms are booked for the period stated on the booking confirmation notice. Early arrival without prior arrangement or failure to vacate the room at the end of the hire period may incur a further hire charge.
6. All Hirers must arrange their own insurances against claims for personal injury, loss or damage to property caused by their negligence and shall produce proof of its currency upon request.
7. It is the Hirer's responsibility to ensure that all their guests/clients are aware of the position of fire exits and that the hired room is cleared if the alarm sounds. The fire assembly point is the small car park opposite to the Centre.
8. Hirers using the premises for certain activities (e.g. exercise classes) may be asked to provide proof of any relevant qualifications, licences and risk assessment before the booking is confirmed.
9. Hirers using the premises to offer services to children or vulnerable people are expected to comply with legal requirements regarding CRB checks.
10. The Board of Trustees endeavours to make available all facilities in a safe condition. It is the hirer's responsibility to inspect and be satisfied as to the safety and suitability of the facilities provided before hire commences.

Payment

11. For parties and social events, payment must be made at least 7 days in advance of the event including relevant deposit.
12. For functions that are invoiced, bills must be settled upon receipt of invoice.
13. For regular weekly bookings invoices will be issued monthly with payment due upon receipt of invoice unless other arrangements are agreed by the Centre Manager.
14. Any cancellation may be notified verbally in the first instance although we will require confirmation in writing or by email.
15. Cancellations made within 7 days of an event booked will be subject to a late cancellation fee i.e. 50% of total amount, including any catering costs.
16. Cancellations made within 48 hours of the event booked and/or failure to turn up on the day will be subject to the full cost of the event, including any catering costs.
17. Reduction in either the duration of the event or the catering requirements within 7 days of the event may be subject to a cancellation fee. This will be charged at the discretion of the Centre Manager.
18. In the event of a regular booking being permanently cancelled the Centre requires at least four weeks' notice. A cancellation fee in respect of individual sessions may be charged at the discretion of the Centre Manager.
19. Personal cheques must be accompanied by a cheque guarantee card.
20. Failure to pay on time will incur interest charges of 10%.

Use



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21. *We are a non-political, non-religious organisation. Rooms will not be hired out for the purposes of actively supporting into any denomination or political party.*
22. *Rooms will not be hired for loud parties or excessive noise. Parties which include music will be at the discretion of the manager. Anyone who falsely hires the room will be evicted. We aim to build and maintain our relationship with our neighbours.*
23. *The hire of the rooms is solely at the discretion of the Trustee Board and the Centre Management.*

Damage

24. *For any agreed party or social event from individuals with number higher than twenty, a deposit of no less than 100 will be required. Depending on the type of event this deposit can be increased to 150 at the discretion of the manager. This deposit will be returned or deducted from the final bill after inspection providing no damage is done to the building.*

General

25. *SMOKING IS PROHIBITED in all areas of the building and its grounds.*
26. *During our normal working week, the Coffee Shop is able to provide buffet services to all our hirers. Hirers, please note that we DO NOT permit food and drinks to be bought in from outside or external sources.*
27. *If our buffet service is unavailable, upon request, it is acceptable to bring external food into the centre for an event but only COLD food is permissible.*
28. *Please note with evening bookings the premises must be vacated no later than 15 minutes after the end of the booking period. This assists us with cleaning and locking up procedures.*
29. *Please note the Centre doors will be locked at 5.00 p.m. each evening and any people attending events after this time will be required to ring the doorbell for admittance.*
30. *The Hirer shall, during the period of the hiring, be responsible for the supervision of the room used and the people attending. The Hirer shall be responsible for the room contents, their care, safety from damage and the behaviour of all persons using them.*
31. *The Centre will accept no responsibility for the loss or damage to personal effects belonging to the Hirer or their delegates*
32. *Alcohol cannot be sold on the premises. If you wish to serve alcohol at a function, this must be discussed with Centre staff at the time of booking.*
33. *Any person acting inappropriately towards any member of staff, hirer or user will be asked to leave the building.*

Amendment or Cancellation by the Centre

34. *Should the Centre, for reasons beyond control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities.*
35. *Should the Hirer make significant changes to the programme or the expected number of delegates, this may result in amendments in the applicable rates and/or facilities offered by the Centre.*
36. *The Centre may cancel the booking if the booking might, in the opinion of the Centre, prejudice the reputation of the Centre or if the Hirer is more than 30 days in arrears of previous payments to the Centre.*

Parking: Both customers and their clients must be aware that our parking spaces for the DISABLED should be used only by vehicles displaying a current 'Blue Badge'. Failure to observe this requirement may jeopardize further bookings.