



Application Form for Room Bookings

Date required	
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Room/s required	
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Time of Arrival		Time of Departure	
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Details of event	
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Numbers of adults		Numbers of children	
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Contact Person	
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Address	
	Post Code

Tel number		Email	
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Room Booking Costs: These are indicative costs and each application will be considered separately

Main Hall	This is for the half of the hall closest to the kitchen and toilets. We only book half the hall out as the rest of the space is used by the school. <i>The space is not suitable for inflatables or bouncy castles.</i>	Minimum booking is 2 hours and the rate is £25 per hour
Meeting Room	Smaller room which will accommodate up to 15 people	Minimum booking is 2 hours and the rate is £20 per hour
Kitchen	Hirers are welcome to use the kitchen facilities but must supply their own utensils, cups, crockery and cutlery. Other building users may need to share the kitchen.	

Terms & Conditions of Hire

- 1. We will only consider your booking request once we have received your completed booking form.**
- 2. The charges for room hire will be clearly set out in our correspondence with you. These will be fixed from the time you receive written booking confirmation.**
- 3. Room bookings will only be confirmed once payment has been received. Credit facilities are not available.**
- 4. A security deposit of £50 is required for all bookings. This is refundable on satisfactory inspection of cleanliness, and on loss or damage to the hired space and its contents.**
- 5. If there is loss or damage, the security deposit will be forfeit in whole or part. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer.**
- 5. You must ensure that your attendees guard their valuables carefully at all times and do not leave them unattended. Gwealan Tops Adventure Playground shall not be responsible for any loss or damage to any person or property arising from your booking unless we are satisfied that the loss or damage was due to our negligence.**
- 6. There is no smoking anywhere on the site.**
- 7. No alcohol is allowed on site.**
- 8. No animals, other than guide dogs, are permitted on site including the outside spaces.**
- 9. Cars are parked at owners risk and must be parked at the rear of the building.**
- 10 After your booking rooms must be cleaned and rubbish disposed of and rooms left as they were at the start of your booking.**
- 11. All bookings must cease by 10pm at night and noise should not disturb neighbours and be kept to a minimum when exiting the site.**
- 12. We will only consider your confirmed booking to be cancelled if we have received notice in writing by email or post and you have received acknowledgement from us of your cancellation.**
- 13. We require at least 5 working days notice of cancellation. If you give us less notice we reserve the right to make reasonable cancellation charges to cover any costs we have incurred in making arrangements to fulfil your booking.**

Signed..... Date

**Please return form to:
Manager
Gwealan Tops Adventure Playground
School Lane
Redruth
TR15 2ER**