

**BURNGREAVE LIBRARY**

**BOOKING REQUEST FORM**

**Organisation Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |  | | |
| Please tick as appropriate if you are a Tenant/Community Group or Charity | **Sorby House Tenant (please tick)** | **Charity (please tick)** | **Community Group (please tick)** |
| Contact Name |  | | |
| Contact Number |  | | |
| Contact Email |  | | |

**Event Details**

|  |  |
| --- | --- |
| Event/Meeting Name |  |
| Number of attendees |  |
| Date(s) required |  |
| Start time  (Please allow time for set up) |  |
| End time  (Please allow time to clear away) |  |

**Where did you hear about us?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Colleague | Social Media | Another Organisation | Word of Mouth | Other if yes where? |

**Room Required Please tick appropriate**

|  |  |
| --- | --- |
| The Carwood Suite up to 25 people boardroom/40 people theatre style – (Note, you will be required to set up the space and return it to how you found it at the end of your session. Please ensure you allocate enough time to do this) |  |
| Whole Library |  |
| Library with PC’s |  |

**Equipment required Please tick appropriate**

|  |  |
| --- | --- |
| Projector: (£8 per day) |  |
| Flip Chart (paper and pens) (£7.00) |  |
| Catering – Please note that this building is self-service for catering purposes. Please tick the box if you intend to bring your own refreshments and note the information below. . |  |

**Invoice Details**

**Invoices are sent out at the end of every month, and contain all the details for payment.**

|  |  |
| --- | --- |
| Invoice Name |  |
| Invoice Email |  |
| Purchase Order Number |  |

**The prices (all invoices for room hire will have VAT added):**

**Price Guide**

|  |  |  |  |
| --- | --- | --- | --- |
| Room | Hourly rate | Full Day  **Discount rates** | **If you are a tenant, charity or community group** – please speak to us about additional discounts for block/repeat bookings |
| Carwood Suite | £12 | £80 |
| Library space only | £10 | £70 |
| Library Space with PC’s | £15 | £100 |

**Cancellation Policy - c**harges apply to the room booking fee.

|  |  |  |
| --- | --- | --- |
| **At least 7 days’ notice** | **2-7 days’ notice** | **Less than 2 days’ notice** |
| No charge | 50% charge | 100% charge |

**Self Service**

The Carwood Suite is a self-service community room. Please ensure you book in enough time to set up the space and clear up, including returning the furniture to how you found it and washing up any mugs you have used. The cupboard in the room has access to everything you will need to do this. Failing to return the space as you found it will result in a £25 fee added to your room booking to cover the cost of staffing the clear up.

I have read and accept the Terms and Conditions for room hire with SOAR Community at Sorby House.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return completed booking forms to:**

[Centres@soarcommunity.org.uk](mailto:Centres@soarcommunity.org.uk)

Burngreave Library, Sorby House, 42 Spital Hill, Sheffield, S4 7LG

Tel 0114 2039004

