**Request to Book the Learning Centre at the Highland**

**Archive Centre, Bught Road, Inverness, IV3 5SS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/purpose of event |  | | | |
| Date/s of event |  | | | |
| Time of event  (Please tick box) | 9am-12.30pm  Cost £50 □ | | 1pm-4.30pm  Cost £50 □ | 9am-4.30pm  Cost £90 □ |
| Number of delegates (max.30) |  | | | |
| Room Layout | Boardroom Style □  (Max. 20 people) | | Classroom Style □  (Max. 25 people) | Theatre Style □  (Max. 30 people) |
| If you would like the room laid out in a way not listed above, please enquire directly with staff. | | | | |
| Water required □Yes □No | | Flip chart required □Yes □No | | |
| Contact name |  | | | |
| Name & address of organisation |  | | | |
| Email address |  | | | |
| Telephone number |  | | | |
| Contact & address for invoice if  different to the above |  | | | |

Confirmation of request for booking

I wish to request the use of the Learning Centre on the dates and at the times specified above. I agree to adhere to the Terms and Conditions as specified.

Name: Date:

**Hire Costs, Terms & Conditions for Use of the Learning Centre at the Highland Archive Centre, Bught Road, Inverness, IV3 5SS**

**Hire Costs**

 The Learning Centre is available for hire weekdays only.

 The charge for the use of the Learning Centre is £90 per day or £50 per half day.

 Catering is not provided but can be organised through outside venues including Highland Council Catering Service, Sìmplidh Catering, tel 01463 663342 or e-mail [cl.catering@highland.gov.uk](mailto:cl.catering@highland.gov.uk)

 Payment should be made upon issue of an invoice.

**Terms & Conditions**

* Cancellations made less than 3 days before the event will require payment of

the full cost of the room hire.

 No notices or posters should be stuck to the walls of the Learning Centre.

 The room should be left in a clean and tidy condition at the end of the meeting.

 Any remaining food or refreshments should be put into the bin provided.

 Any damage caused to the furniture, fixtures or fittings of the Learning Centre must be made good.

 The area outside of the Learning Centre may be used for catering but not for break-out sessions.

 Consideration about levels of noise should be shown when using the room as it is a working building.

 Filming in the Learning Centre is permitted but requires application in advance.