**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 £60 □ | 1pm-4.30pm Cost £60 □ | 9am-4.30pm Cost £110 □ |
| Number of delegates (max.30) |  |
| Room Layout  | Boardroom Style □(Max. 16 people) | Classroom Style □(Max. 25 people) | Theatre Style □(Max. 25 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 ifdifferent 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 £110 per day or £60 per half day.

 If you require catering, please make your own arrangements with an external caterer.

 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.