**Nottinghamshire Archives – Room Booking Form**

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| **Name and address**  **of Hirer (organisation):** |  | | |
| **Name of contact:** |  | **Telephone number:** |  |
| **Email address:** |  | | |

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| --- | --- | --- | --- |
| **Title of meeting / event:** |  | **Number of attendees:** |  |
| **Special requirements:**  (including accessibility requirements) |  | **Date of meeting / event:** |  |
| **Number of hours room required:** |  | **Room 1 (downstairs)** | **Room 2 (upstairs)** |
| **Start time:**  (incl set up time if required) |  | **End time:** |  |

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| --- | --- | --- | --- |
| **Room Layout:**  (please highlight as appropriate) | **Boardroom**  **(max capacity 16)** | **Theatre**  **(max capacity 35)** | **U-shape**  **(max capacity 16)** |
|  | **Bistro / cabaret**  **(max capacity 16)** | **Classroom**  **(max capacity 16)** |  |

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| **Equipment needed:** (please highlight as appropriate) | Projector  Video conferencing equipment  Cables – HDMI / VGA  Clicker  Flipchart | **Refreshment equipment:** | Hot water boiler (Rm 1)  Urn (Rm 2)  Mugs  Glasses  Water jug |

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| --- | --- | --- | --- | --- | --- |
| **Refreshments: – *Additional charge + VAT*** *(prices on reverse)* | Tea / coffee | Milk | Sugar | Water | Biscuits |

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| --- | --- | --- | --- | --- | --- |
| **Date meeting confirmed:** |  | **Confirmed by (staff initials):** |  | **Hire Charge:** |  |
| **Payment method:** |  | **Payment Date:** |  | **Hire rate:** |  |

**Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG.**

**Telephone – 0115 958 1634. Email –** [**archives@inspireculture.org.uk**](mailto:archives@inspireculture.org.uk)

**See reverse for charges and further information**

**Room Hire Charges**

**Room hire only (VAT exempt) –**

* Commercial - £20.00 per hour (VAT exempt)
* Non-profit / community / NCC - £10.00 per hour (VAT exempt)

**Room hire with refreshments (Vatable) –**

* Commercial - £20.00 per hour (VAT exempt)
* Non-profit / community / NCC - £10.00 per hour (VAT exempt)

Refreshments (Half day meeting) - **£1.00 per head + VAT (@20%)** = £1.20 per head

Refreshments (Full day meeting) - **£1.50 per head + VAT (@20%)** = £1.80 per head

**If Inspire’s room hire terms and conditions are not attached, please request a copy.**

**CAR PARKING IS NOT AVAILABLE ON SITE FOR EXTERNAL ROOM HIRERS**

**Please use city centre car parks or public transport networks. There are several multi-storey car parks nearby. Nottingham Train Station and Tram Stop is a 5-minute walk from Nottinghamshire Archives; and the closest Park and Ride is Queens Drive with drop off / collection bus stops on Carrington Street close to the train station.**