

FOR OFFICE USE ONLY

centre for  
computing  
history

## CORPORATE VENUE HIRE BOOKING FORM

Please complete the form below to confirm your event booking at the Centre for Computing History. Once submitted you will be contacted with written confirmation.

### CLIENT DETAILS

Company Name	
Organiser Name	
Contact Name (if different from above)	
Billing Address	
Telephone number	
Email address	
Name of Event	

### GENERAL DETAILS

Date of Event	
Arrival time	
Departure time	
Number of delegates	

### ROOM REQUIREMENTS

Hauser Studio	
Main Gallery	
Entrance Foyer	

## EXTRAS

Lectern	
AV setup	
Museum Tour	(£100+VAT)

## CATERING REQUIREMENTS

Breakfast	
Lunch/Evening Buffet	
Tea/Coffee	
Soft Drinks/Water	
Beer/Wine	

## DIETARY REQUIREMENTS

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## PARKING REQUIREMENTS

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## ANY OTHER REQUIREMENTS

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## BOOKING TERMS & CONDITIONS

**Provisional bookings** may be made either verbally or in writing by contacting the Centre for Computing History.

**Confirmed bookings** Bookings are considered provisional until confirmed in writing by return of this booking form and a set deposit of £100 (deducted from the total event cost).

**Catering** choices, special dietary requirements and other information relating to your booking must be sent to the Centre for Computing History at least two weeks before the date of the function. If relevant, a set menu should be chosen by event organisers for their entire group.

**Final numbers** must be confirmed in writing at least 10 full working days prior to the date of the function. Accounts will be based upon the final number, or the attendance figure, whichever is the greater.

**Payment terms** are 30 days net after the date of invoice. Overdue accounts will be charged compound interest at the rate of 5% per month.

**Insurance** The Centre for Computing History's insurance covers public liability claims where the Centre is deemed to be liable. The organisation making the booking shall indemnify the Centre for Computing History against damage to Centre for Computing History property caused by those attending the function.

**Force Majeure** The Centre for Computing History shall not be held liable for circumstances beyond its reasonable control that may prevent the Centre for Computing History from meeting its obligations in respect of a booking.

**Smoking** is prohibited on the premises.

**Cancellation.** In the event of a confirmed booking being cancelled the organiser will be charged 50% of the cost quoted. If the event must be cancelled due to new restrictions imposed in light of Covid-19, the deposit will be returned.

**Final numbers** must be confirmed in writing ten working days prior to the date of the function.

### Please note:

By completing this form you are subject to the Terms and Conditions of the Centre for Computing History.

Signed	
Name	
Date	