

dhf Room Hire Booking Form

dhf provides 3 rooms for hire and can provide unlimited tea and coffee as well as organise a buffet style lunch for your delegates. Please indicate your requirements by completing this form.

Once completed please email to info@dhfonline.org.uk

Company name	Person making the booking	Telephone Number
Full postal address	Email address	Please state what information you would like on the signage
Purchase order number (if required)	Contact on the day	Date room required

Training Academy: seats up to 24 and comes with Wi-Fi, projector and lectern. It is a self-contained building with its own kitchen and toilet facilities

Boardroom: seats up to 30 and comes with Wi-Fi, TV screen with HDMI connectivity. It is a self-contained area with its own kitchen and toilet facilities

Meeting room: seats up to 6, is FREE OF CHARGE and only available to members of **dhf**

Please indicate which room you wish to hire:

Room	Member price				Non-member price			
	Full day	Required? (✓)	Half day	Required? (✓)	Full day	Required? (✓)	Half day	Required? (✓)
Training Academy	£100		£50		£150		£75	
Boardroom	£100		£50		£150		£75	
Meeting Room	FREE		FREE		Not available to non-members			

Catering				Duration of hire		Total £ (room & catering)
Would you like unlimited refreshments @ £5 pp? Y/N	Would you like dhf to arrange a lunch @ £10 pp? Y/N	Number of delegates attending	Dietary requirements? (please indicate type & quantity)	Full day hire 9:15am – 4:45pm	Half day hire (please indicate start and finish time)	
						£ +VAT

Methods of payment:

BACS details: Door & Hardware Federation

Account Number: 00920842

Sort Code: 30-98-44

Online payment via the **dhf** website - quoting the invoice number.

Cheques should be made payable to the Door & Hardware Federation and should be posted to:

The Barn, Shuttington Fields Farm, Main Road, Shuttington, Tamworth B79 0HA with a copy of this booking form for reference.

A booking is only confirmed once this form is received and completed in full.

Payment for all requirements including refreshments must be received prior to the date required or the booking cannot go ahead.

Terms and Conditions of room hire

• **dhf** provides private room hire for members and non-members. These Terms and Conditions apply to all companies hiring a room from **dhf**.

• To confirm a room booking the **dhf** Room Hire Booking Form must be completed in full and returned to the admin department either by email info@dhfonline.org.uk, or by post to DHF The Barn, Shuttington Fields Farm, Main Road, Shuttington Tamworth B79 0HA.

• Please ensure you have read, understood, and accepted the Terms and Conditions of room hire before you submit a room hire booking form.

• By submitting a room hire booking form, you will be deemed to have read, understood, and accepted them.

Methods of payment

• Payment of the room hire fees must be made in advance of the meeting commencement date.

• Payment can be made either by cheque, payable to Door & Hardware Federation, by BACS using the information on the invoice or via our online payment facility inserting your invoice number.

• Any purchase order numbers that need to be quoted must be specified and marked clearly on the booking form.

VAT

• All prices quoted are exclusive of VAT which is charged at the standard rate.

• The company is responsible for the cost of the room and refreshments throughout the duration of the day.

Cancellation of room hire by either party

• Room hire bookings can only be cancelled in writing by post or email. A 'sliding scale of fees' applies when cancelling a room hire booking.

• Cancellations without 24 hours' (1 working day) notice of the booked date will be charged the full fee.

• Cancellations of more than 24 hours' notice but less than 120 hours (5 days) in advance of the booked date will incur a cancellation fee of 50%

of the room hire cost. Cancellations of more than 120 hours (5 days) but less than 10 days will incur a cancellation fee of 25% of the room hire cost. Over 10 days' notice will incur no charge.

• It is rare that **dhf** cancels a room hire booking. However, should this occur a full refund will be given.

• Should **dhf** cancel a room hire booking, for reasons beyond its control, any refunds for losses incurred by delegates for accommodation will be at the discretion of **dhf**.

NOTE: A 'day' is noted as a working day Monday - Friday (9am-5pm). Therefore, if the room hire is scheduled on a Monday, 24 hours' notice would be no later than 9am the Friday beforehand.

Company's responsibilities

• **dhf** is located on a remote farm where there are visitors and residents. It is the hirer's responsibility to ensure that their delegates behave in a fitting manner.

• It is the policy of **dhf** to charge for any damage caused to the property by any activity undertaken as part of the room hire.

• Where necessary **dhf** will call upon the services of an independent arbitrator to undertake any valuation of any damage.

• As **dhf** does not own the property, if damage does occur, **dhf** is obliged to contact the Landlord who may wish to contact the company direct.

Disclaimer

• **dhf** uses third-party caterers who endeavour to bring you the best quality of catering possible.

• Any illness incurred due to the catering supplied by the third-party caterer is not the fault of **dhf** and will not be liable.

• All dietary requirements must be clearly stated on the booking form.

• These terms and conditions are reviewed on a regular basis.

• Decisions made using these Terms and Conditions are final and no communication will be entered into.

Please sign to agree to the Terms and Conditions of this room hire agreement

Print name:

Signature:

Date :



Email: info@dhfonline.org.uk

Telephone: (0)1827 52337

Address: **dhf**, The Barn, Shuttington Fields Farm, Main Road, Shuttington, Tamworth B79 0HA

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