

|  |  |
|--|--|
| Date & time of booking                           |  |
| Purpose of hire (eg; meeting, training)          |  |
| Full name of Organiser                           |  |
| Mobile number, emergency contact & email address |  |

Room required: please select below.

|                                       |  |
|---------------------------------------|--|
| Armley Room <input type="checkbox"/>  | Chapelton Room <input type="checkbox"/>  |
| Hunslet Room <input type="checkbox"/> | Atrium-Central-Area <input type="checkbox"/><br>Please call to discuss booking |

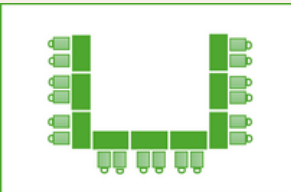
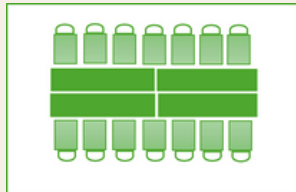
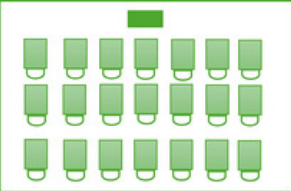

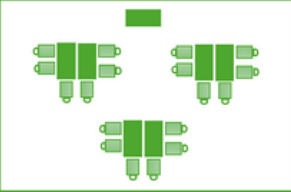
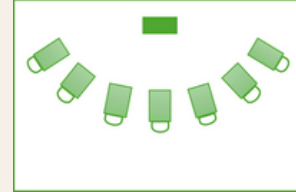
Number of attendees

Is catering required? Yes  No

If **yes**, please complete the Refreshments section on page two.

**Meeting room layouts and capacity: please select your choice.**

Please note: The Armley Room and the Chapelton Room may not be able to accommodate all layout choices.  
Click the link to view images of each room [here](#).

|   |   |
|---|---|
| <p><b>Training Style/ U-Shape</b></p>  <p>Hunslet- 24 <input type="checkbox"/></p> <p>Chapelton- 12 <input type="checkbox"/></p> <p>Armley- 8 <input type="checkbox"/></p> | <p><b>Boardroom</b></p>  <p>Hunslet- 24 <input type="checkbox"/></p> <p>Chapelton- 16 <input type="checkbox"/></p> <p>Armley- 10 <input type="checkbox"/></p> |
| <p><b>Theatre</b></p>  <p>Hunslet- 25 <input type="checkbox"/></p>   | <p><b>Classroom</b></p>  <p>Hunslet- 20 <input type="checkbox"/></p>  |
| <p><b>Cabaret</b></p>  <p>Hunslet- 20 <input type="checkbox"/></p>   | <p><b>Semi circle- no tables</b></p>  <p>Hunslet- 20 <input type="checkbox"/></p> <p>Chapelton- 12 <input type="checkbox"/></p>                               |

## Refreshments

All bookings include unlimited tea, coffee, herbal tea and biscuits, **charged at £2.50** per head. Catering can only be purchased through VAL. We do not allow other caterers onsite.

Do you require catering for your booking?

Minimum order ten people.

Please call to discuss if less than 10 people.

Yes  No

Menu A: Sandwich platter with crisps,  
fruit or cake  
£7.50 per head

Yes  No

Deli lunch: Sandwich platter, fresh  
savory nibbles and homemade  
desserts £11.50 per head.

Yes  No

Please specify a time you would like your  
catering to be provided

Dietary requirements, please specify.

## Additional resources

Do you require support setting up IT  
equipment?

Yes  No

Do you require hybrid meeting facilities?

Yes  No

Do you require Flip chart paper/pens?  
**£3 extra charge**

Yes  No

Do you require a specific laptop adaptor?  
Please specify if you will bring your own  
adaptor/equipment.

Which laptop model will you be using?  
(i.e Apple, HP or Windows)  
Proof of PAT testing is required on all  
electrical equipment.

## Invoice details. Please ensure this section is completed

Business or organisation name

Are you a VAL Essential Subscriber?

Yes  No

Business Address

Email address for invoice

Purchase order number

# Terms and Conditions

When booking a room with Voluntary Action Leeds, you are agreeing to abide by our Terms and Conditions. Please read them carefully as we will refer to them exclusively.

## **Room Hire charges:**

The Hirer shall pay Voluntary Action Leeds the sum specified at the time of booking, plus any additional extras required on the day, including the cost of any extra time taken in the rooms.

Voluntary Action Leeds reserves the right to increase prices should we require extra staffing and resources to fulfil the requirements of the booking.

The prices stated on this form are subject to annual review and may be increased as necessary to reflect our running costs. Prices given for bookings made for the following year are for guidance only, and may be increased in line with the annual review outcome.

## **Our cancellation policy is:**

7 full days or less: We charge 100% of the total cost

8 to 21 full days: We charge 50% of the total cost

22 full days or more: No charge

Full days are calculated to the day before the date of the booking. Cancellations must be made in writing only. We reserve the right to cancel a booking where circumstances are beyond our control. This is subject to reimbursement of room hire and lunch costs (where applicable) but we do not accept any liability for any other loss or expense you may incur.

## **Refreshments: tea and coffee**

A £2.50 per person charge is mandatory with all bookings. Please note, you will be invoiced for the number of attendees on the booking form.

## **Room layout**

Room layouts must be requested at the time of booking. Please provide as much detail as possible.

## **Fire regulations & health and safety**

On arrival when you sign in at reception, please make us aware if any of your delegates need assistance in the event of a fire.

## **Equipment**

All electrical items used in the building must have evidence of passing a PAT (Portable Appliance Test).

**NO** cooking or heating equipment is allowed to be brought or used on the premises at any time.

## **Alcohol**

Our premises are not licensed for the sale of alcohol. Alcohol must **NOT** be brought onto and/or consumed on the premises.

## **Smoking and vaping**

The Hirer shall not permit smoking or vaping in the building or grounds, except in the designated smoking and vaping area.

## **Stringer House**

Stringer House is a working building, please be mindful of staff and other visitors.

**VAL room hire is open to any organisation provided they work in line with VAL's values.**

### Agreement to Terms & Conditions:

I hereby apply for the room hire services at Voluntary Action Leeds and I confirm that I have read & agree to the terms and conditions

**Signature**

**Date**

## Rooms for hire at VAL

Our rooms are available to hire on a half-day and full-day basis. Evening bookings may be available on request. For queries please call us on 0113 297 7920 or email [roomhire@val.org.uk](mailto:roomhire@val.org.uk).

Full-day bookings are available from 8.30 am to 5 pm.

Half-day bookings are available from 8.30 am to 12.30 pm or 1 pm to 5 pm.

Our Hunslet Room is our largest room and has a large 75" TV, an integrated sound bar with a built-in camera and microphone. This room can accommodate up to 24 people boardroom style, 24 in a U-Shape Layout for training and 30 people theatre style.

Our Chapeltown Room has a portable 'smart' TV, with a sound bar, camera and is able to accommodate up to 16 people.

Our Armley Room features a Windows collaboration display 4K 70" interactive screen, supported by Microsoft Teams with integrated microphone, speakers and high-quality camera. This room can accommodate up to 12 people.

Our Atrium is a welcoming open space suitable for larger events– please ask for details.

## What you need to know

- We offer free Wi-Fi
- We have lots of free onsite and on-street parking!
- We're wheelchair accessible
- Photocopying is available at an additional charge
- Bookings include unlimited tea, herbal teas, coffee and biscuits at £2.50 per head
- A buffet lunch can be arranged & we can cater for special dietary requirements!

## Pricing Information

| Room                | Full day rate | Half day rate | Evening          |
|---------------------|---------------|---------------|------------------|
| <b>Armley</b>       |               |               |                  |
| Standard rate       | £90           | £45           | Price on request |
| VAL Essentials rate | £70           | £35           |                  |
| <b>Chapelton</b>    |               |               |                  |
| Standard rate       | £90           | £45           | Price on request |
| VAL Essentials rate | £70           | £35           |                  |
| <b>Hunslet</b>      |               |               |                  |
| Standard rate       | £120          | £60           | Price on request |
| VAL Essentials rate | £90           | £45           |                  |
| <b>Atrium</b>       | £280          | £140          | Price on request |

**Would you like to receive a discounted rate on room bookings and other services?**

**Click here to become a VAL Essentials Subscriber!**

**OFFICE USE ONLY for Voluntary Action Leeds Finance department**

|                                      |         |
|--------------------------------------|---------|
| Name of Organisation                 |         |
| Date of Booking                      |         |
| Number of Attendees                  |         |
| Cost of Room                         | £       |
| Cost of Flip chart/pens              | £       |
| Cost of Tea/Coffee/Biscuits per head | £       |
| Cost of Lunch                        | £       |
| Total cost of Room hire              | £ + VAT |

|               |  |        |  |      |  |
|---------------|--|--------|--|------|--|
| Authorised By |  | Signed |  | Date |  |
|---------------|--|--------|--|------|--|