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CVA – CORNERSTONE HOUSE – ACTIVITY SPACE - BOOKING CONFIRMATION AND AGREEMENT

*Cornerstone House, 14 Willis Road, Croydon, CR0 2XX*

*Phone: 0208 665 0556 -– Email: yasmin.simpson@cvalive.org.uk*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Full name of Group -Organisation** *Please print* | |  | | | | | |
| **Address of Group -Organisation** *Please print* | |  | | | | | |
| **Post Code** | |  | **Email** | |  | | |
| **Phone** | |  | | | | **Mobile** |  |
| **Invoice name and address (if different from above)** | | | | **Name** | |  | |
| **Address** |  | | | | | | |
| **Phone** |  | | | **Email** | |  | |

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| I/ we wish to Hire: *Please see Cornerstone House Information and Terms and Conditions (I&TC) – Items 2 and 6* | | | | |
| ***Meeting rooms are available for hire***  ***17.00pm-22.00pm Monday-Friday***  ***9.00am-22.00pm Saturday-Sunday***  ***Meeting/Lunch room is available for hire***  ***9.00am-12.00pm & 14.00pm-22.00pm Monday- Friday – all day weekends***  ***All meeting rooms are available for hire During the School holiday periods 9.00am-22.00pm*** | | | | |
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| Activity Space  Meeting Hall  Classroom  ITC Suite  Kitchen (1)  Meeting/Lunch Room | **Time** | Date/s | | Equipment needed *e.g: White Board, Flip Chart Easel, OHP Projector* |
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| **Name of activity/service you will be providing** | | |  | |

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| **Brief description of activity/service you will be providing** | **No. of people expected** |
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| **Full name of person responsible for hiring space** | | | | **Position held in organisation** |
|  | | | |  |
| **Full name of person responsible for managing the activity/service that you will be providing at Cornerstone House** | | | | |
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| **Phone Number** |  | **Email** |  | |
| **Date/s and Time/s when session manager can do a Building Induction , and/or collect a Cardkey *(See: Item 9 (I&TC)*** | | | | |
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| **Charitable status?** | **Yes** |  | **No** |  | **CVA Member?** | | **Yes** |  | **No** |  |
| **If Charitable Status is No; please provide status, i.e., PCT, Council, Social Enterprise, Private Business, etc.** | | | | | | | | | | |
| **\**Before*** *returning this form -* ***Please contact us to confirm the availability of the space that you wish to book*** | | | | | | | | | | |
| ***\* You should not assume that your booking is confirmed until, either:***  *a) you have paid CVA for the booking,* ***or,***  *b) you have received a letter, or email, of confirmation from CVA* | | | | | | | | | | |
| *I/We have read, and accept the* ***Terms and Conditions of Hiring;****, as detailed in the attached (or previously received) document: Information & Terms and Conditions of Hiring (I&TC). If you do not have a copy; please request one.* | | | | | | | | | | |
| **Payment should be sent to or made at: CVA, Cornerstone House, 14 Willis Road, Croydon CR0 2XX** | | | | | | | | | | |
| **Signed:**  *Note: If you are returning this form by email – you do not need to sign it* | | | | | | **Date:\_\_\_\_\_\_\_\_**  **Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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