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Meeting Room Booking Form



Regal Court Business Centre, 42-44 High Street, Slough, Berkshire SL1 1EL

T: 01753 910900 E: info@regalcourt.co.uk W: www.regalcourt.co.uk

West Park Ltd, Sheraton House, Lower Road, Chorleywood, Hertfordshire WD3 5LH

Company Number: 06681604



Business Centre

Company Name:		PO Number:	
Meeting Title:		Contact Number:	
Lead Contact Name:		Contact Email:	
Invoice Address:			
Date:	Start Time:	End Time:	Room Required:
			Number of Attendees:
		Equipment:	
Flipchart Pad & Pens		Microphone	
LCD Projector		Video Conferencing	
Laptop DVD/Video		Skype	
Refreshments: One serving of tea & coffee is included per full day in the room rate. Each additional serving is charged at £2.00 per head plus VAT.		Catering: Individually wrapped and available by ordering in advance (details to be confirmed)	
Other Relevant information:			
Do you consent to the use of your name as well as your company name and logo on our website and/or social media?			
I/we confirm that we have read the terms and conditions of hire and agree on behalf of the organisation to comply with the conditions and be bound by them.			
Signature of applicant Date:.....			
Please email: kathrine-anne.douglas@regalcourt.co.uk 42-44 High Street, Slough, SL1 1EL www.regalcourt.co.uk			



Business Centre

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MEETING ROOMS	DETAIL	UNIT	RATE
All rooms include a flipchart with pads and pens, whiteboard and a phone.			
Dali	8 People	Hour	£45.00
		Half Day	£135.00
		Full Day	£225.00
Warhol	8 People	Hour	£50.00
		Half Day	£150.00
		Full Day	£250.00
Dali Suite	16 People	Hour	£85.00
		Half Day	£255.00
		Full Day	£425.00
Hofmann	8 People	Hour	£50.00
		Half Day	£150.00
		Full Day	£250.00
Picasso	16 People	Hour	£85.00
		Half Day	£255.00
		Full Day	£425.00
Training Room 211	Up to 18 people	Hour	£65.00
(Half Day	£195.00
		Full Day	£325.00
Training Room 210	Up to 20 people	Hour	£75.00
		Half Day	£225.00
		Full Day	£375.00
Please note, we can cater for larger meetings should vacant office space be available.			

*Half-day (Monday – Friday): 9am - 1pm / 1pm - 5pm.

N.B. Please note that bookings which do not fall within day/half-days or run over agreed times will be liable to a surcharge.

Additional equipment

Room prices include the supply of flipchart and pens, OHP and screen. Please list any additional equipment required on your booking form. The reception team are happy to provide you with any assistance you may need in setting up and positioning equipment. Please note that all equipment is subject to availability.





Guidance for Visitors

Car Parking

Please ensure you have parked in a visitor's bay in the outside car park.

On Your Arrival

The hirer or the facilitator must report to reception on their arrival. In each room you will find a register; each person must sign in.

Security and Fire Instructions

The hirer or their representative is responsible for ensuring that the Fire and Health & Safety requirements are complied with. They are responsible for ensuring that the attendance register is correctly completed, for notifying delegates of Fire and Health & Safety requirements and for ensuring evacuation of delegates should the fire alarm activate.

Please be aware of the following emergency instructions; Anyone with a disability who may encounter special difficulties should inform the event organiser when signing the attendance register. In the event of a fire, the fire alarm will sound continuously. Please use the nearest safe emergency exit. Assemble at the fire assembly point located in Burlington Road Car Park. Do not stop to collect personal belongings. Do not re-enter the building until authorised to do so by a Fire Officer or Fire Warden.

AV (Audio/Visual) Equipment

All meeting rooms are equipped with resident PC and AV equipment, configured and ready for use.

We recommend that prior to your meeting, you take the time to ensure that you are familiar with this and that it is compatible with your own presentation aids (such as DVD, memory stick, laptop/Mac book etc).

All AV and IT provision is configured by Regal Court and must not be reconfigured or interfered with by the hirer or their representative. Regal Court reserves the right to charge the hirer on the event that IT support is required to rectify an issue caused by such an act.

Regal Court also reserves the right to charge the hirer for any damaged or missing item (for example a presentation wand or USB driver).

Smoking Areas

The smoking area is provided outside and to the right of the building, there is an ashtray provided.

Mobile Phones and Public Telephone

If you wish to make a telephone call during your visit, please confine all mobile phone use to the breakout areas or outside the buildings.

Queries or Problems

If you have any queries or problems, please ask a member of staff. We are always happy to improve our services and will take your views fully into account.

Unloading

If you have items to unload, please go to reception for admittance.



Terms and Conditions

Prices

All prices quoted are subject to VAT at the standard rate. Prices are reviewed annually on the 1st September. All bookings after this date will be charged at the new rate.

Bookings

All provisional bookings must be confirmed by completion of a booking form within 14 days. If no booking form is received Regal Court reserve the right to re-sell the facility.

Any equipment required for the booking must be ordered in advance to ensure availability. Final numbers must be confirmed no less than 7 days prior to the event. Special dietary requirements should also be advised at this time if catering is required. Regretfully, numbers confirmed at this time must be paid for even if subsequently cancelled.

Surcharge

The Management Team reserves the right to charge a sum equal to 2 hours for bookings which do not fall within the day/half-day session times of 9am - 1pm / 1pm - 5pm (Monday – Friday).

Management also reserves the right to charge a sum equal to the hourly rate for the room in use where a meeting overruns the agreed time. The minimum surcharge will be equal to 1 hour irrespective. Please note that the conference room is charged at £80.00 per hour.

Payment

All invoices are due for payment within 30 days of the invoice date. Payment for external clients is due in advance of every booking.

Payment will be in the form of a card payment, direct debit or by BACs.

Cancellation by the client

Any cancellation must be in writing. This applies to all events that have been confirmed.

In the event of a cancellation the following scale of charges will apply:

Less than 24 hours before the event	100%
Less than 72 hours before the event	50%

Changes/Cancellation by Regal Court Business Centre

The management reserves the right to re assign a booking to an alternative room.

Regal Court reserves the right to move the client to a different room if the numbers using the room exceed the number booked and to charge for the larger room.

In the event that the centre is unable to fulfil the booking for a client due to forces beyond their control, Regal Court will work with the client to source an alternative venue.

Regal Court reserves the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In this case the business centre will not be liable for the payment of any compensation to the hirer or any other person.

In the event of the occurrence of a force majeure the obligations of Regal Court will be suspended.



Terms and Conditions

Parking

Regal Court does not accept any responsibility for vehicles using the car park.

Regal Court does encourage all users of the centre to car share or to use public transport where possible. As there are only 4 visitor bays available and we cannot guarantee a car parking space.

Health and Safety

Regal Court has public liability insurance.

Regal Court does not accept responsibility for loss or damage to property or vehicles of any client, delegate or visitor to Regal Court Business Centre.

The health and safety of all visitors to Regal Court is of paramount importance and as such we ask that all clients, delegates and guests comply with Health & Safety legislation and other licensing and appropriate statutory regulations.

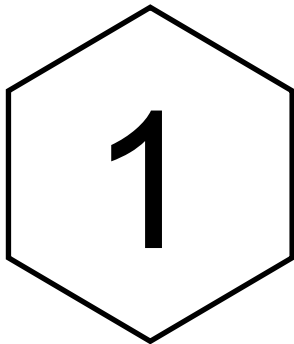
Data Protection

We regard the lawful and correct treatment of personal information as very important to successful operation for maintaining confidence between ourselves and those with whom we deal. Therefore, we make every effort to ensure that personal data is treated lawfully and correctly by any employee that has access to personal information. We fully endorse and adhere to the principles of data protection as detailed in the data protection act 1998. Any information supplied will not be passed on to third parties.





The Next Steps



Select the meeting room which meets your requirements

Contact the team to discuss the meeting room you would like to move forward with and any additional services you may require.



Return your booking form

Read through the terms and conditions and sign the bottom of the form to confirm your booking.



Make payment before the start of your meeting

This can be made via BACS or by calling or visiting the centre.

Any Questions? Please contact your dedicated team member