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| **BOOKING CONTACT INFORMATION**  Meeting title: ….……………………………………………  ……………………………………………………………………..  Company name: …………………………………………..  ……………………………………………………………………..  Name: .............................................................  Position: ..........................................................  Address: ..........................................................  ..................................................................................................................................................  Postcode: ........................................................  E-mail address: ...............................................  Contact number: …………………………………………. | | | | | | | **INVOICING INFORMATION**  Name: ............................................................  Position: .........................................................  Address: .........................................................  ................................................................................................................................................  Postcode: .......................................................  E-mail address\*: ............................................  Contact number: …………………………………………  Purchase order: ………………………………………….  *\*This is required for invoicing purposes* | | | | | |
| **DATE FROM** | **DATE**  **TO** | | **TIME**  **FROM** | **TIME**  **TO** | | **NUMBER ATTENDING** | | | | **ROOM**  **NAME** | | **LAYOUT**  **OPTION** |
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| **Rooms available for hire and layout choices for reference**  There is Wi-Fi available in all rooms | | | | | | | | | | | | |
| The St Magnus Suite  The Grainayre  The Noust  Quayside (Studio 1)  Studio 2  Leisure Pool Viewing Gallery  Phoenix Cinema | | | | | | | | | | | | |
| U-Shape  U-Shape.png | | Theatre  Theatre.png | | | Classroom  Classroom.png | | | Boardroom  boardroom.png | | | Cabaret  Cabaret.png | |
| **Equipment available for hire** | | | | | | | | | | | | |
| *If you choose to use your own equipment it is your responsibility to check that it is compatible with our equipment. A member of our operational team will be able to help with this if required.* | | | | | | | | | | | | |
| **Equipment** | | | | | | | | | **Number Required** | | | |
| Laptop (3 available) | | | | | | | | |  | | | |
| LCD projector (3 available) | | | | | | | | |  | | | |
| LCD projector screen (5 available) | | | | | | | | |  | | | |
| Flipchart with paper and pens | | | | | | | | |  | | | |
| **ADDITIONAL INFORMATION**  Please give full details of any further set-up requirements you may have, and list any catering you require (including serving times).  **Please note, our café staff require confirmed numbers and catering choices a minimum of 7 days before the date of your booking.**  ............................................................................................................................................................................................................................................................................................................................................................................................................................................................  ............................................................................................................................................................................................................................................................................................................................................................................................................................................................  ....................................................................................................................................................  .................................................................................................................................................... | | | | | | | | | | | | |

**COVID OFFICER**

Does your organisation have a COVID Officer? Please circle: Yes / No

CO name: …..…………………….……….……… CO contact no.: …………………………………….……..

***Copies of documentation are required to be held on file***

**DECLARATION**

I have read and understood the conditions of hire and agree to abide by them.

I will not assume that by submission of this application form, my booking will be accepted.

I agree that this application is provisional, subject to available facilities, until I receive a booking confirmation sheet from The Pickaquoy Centre Trust.

I understand that if I cancel with less than 24 hours’ notice, I will be charged in full.

Signed: ..................................................................

Print: …………………………………………………………………………….

Date: ………./………./……….

Please return your completed form to: [Bookings@pickaquoy.com](mailto:Bookings@pickaquoy.com)

**Please note that your booking is only confirmed when you have received a booking confirmation from the Centre.**

**ATTENDANCE NUMBERS**

In order to provide accurate centre usage figures to Orkney Islands Council, we request that attendance figures are sent to us. These figures need to be split into U18’s and 18+, and emailed to [Bookings@pickaquoy.com](mailto:Bookings@pickaquoy.com) after your booking has taken place please.

**PAYMENT TERMS**

• The Pickaquoy Centre Trust operates a **30 day payment term policy**

• Invoices are issued at the end of every month and statements are emailed on a weekly basis – please check your ‘junk box’ regularly. If you have a query regarding your invoice and/or statement please contact a member of the Bookings Team as soon as possible: [Bookings@pickaquoy.com](mailto:Bookings@pickaquoy.com)

**• No further bookings will be accepted until your account balance is cleared.**

Please return the completed booking form to: [bookings@pickaquoy.com](mailto:bookings@pickaquoy.com)

**All bookings are only confirmed when you receive a confirmation sheet from a member of the Bookings team.**