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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 SuiteThe GrainayreThe NoustQuayside (Studio 1)Studio 2Leisure Pool Viewing GalleryPhoenix Cinema |
| U-ShapeU-Shape.png | TheatreTheatre.png | ClassroomClassroom.png | Boardroomboardroom.png | CabaretCabaret.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

**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 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

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

Please return the completed booking form to: bookings@pickaquoy.com

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