

**PANKHURST CENTRE ROOM BOOKING ENQUIRY FORM**

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| **Lead Contact Name:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Invoice Address** **(If different):** |  |
| **Contact Number:** |  |
| **Email Address:** |  |
| **Dates of Required Booking:** |  |
| **Times of Required Booking:** |  |

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| **Please state the purpose of your event and the number of women (and any children) who will be attending:** |  |
| **Which room(s) would you like to book? (Please tick)** | Training Room [ ] Kitchen/Dining [ ] Multi-Purpose [ ] Room 17 (ideal for 1:1) [ ]   |
| **Do you require refreshments?**(Please note, there will be an additional charge for any refreshments) | Yes [ ]  No [ ]  |
| **If yes, what refreshments do you require?** | Tea [ ] Coffee [ ] Juice [ ] Biscuits [ ]  |

This form should be returned to:

The Pankhurst Centre, 60-62 Nelson Street, Manchester M13 9WP

Or by email to: admin@thepankhurstcentre.org.uk

Please note your booking is not confirmed until you receive communication from the Business Team.

Terms and Conditions of Room Booking

Room Allocation:

* The rooms at the Pankhurst Centre are available for hire to local community groups.
* It is the policy of the Pankhurst Trust to not allocate specific rooms for religious instruction, including prayer or other forms of worship for groups of any size.
* We will try to ensure that all room requests are allocated fairly and, for block bookings, will usually offer sessions for a period of 2 months before requiring the group to book again.

Building Access:

* For groups who have a booking when Pankhurst staff members aren’t on site, the lead contact will be issued with the rear door access code upon signing an agreement form. This code must not be disclosed to group participants.
* The alarm code must be activated on leaving the building.
* The front door must never be left open unsupervised.

Health and Safety:

* The lead contact is responsible for ensuring all group participants sign in and out of the building.
* The lead contact is responsible for ensuring all group participants adhere to health and safety procedures.
* The lead contact is required to ensure all fire exits in the rooms they have booked remain clear, and take responsibility for the safe evacuation of their group in the event of a fire.
* The fire evacuation plan below should be read and the contents understood by the lead contact and the contents communicated to all their participants.
* A first aid box is located in the kitchen
* Groups using the building on an evening and/or weekend will be responsible for making their own first aid arrangements in line with regulations.
* If a claim is made in respect of injury, damage or loss which may have been sustained or incurred by them, it is the responsibility of the lead contact and shall indemnify the centre in all claims and such costs.
* The lead contact is responsible for risk assessing the room that they are using and confirming to the centre that risk assessments have been carried out for their activities.

Safeguarding:

* You must follow Manchester Safeguarding Board safeguarding procedures if you have concerns about any participant, adult or child

Room Usage:

* Please ensure rooms are returned to their original set up on departure.
* It is the responsibility of the session leader to make all necessary arrangements for the delivery of their session/service.
* Please leave rooms in a clean and tidy state and report any damage to the Business Team.
* Please note we do not advise hot food or drinks in rooms where there are children present.
* Please do not affix anything to the walls or furniture without prior authorisation from the Business Team/Keyholder.
* We reserve the right of entry into the room during hire.

Damages:

* Any damage to fixtures, fittings and equipment will be invoiced to the hiring group.

Resources and Equipment:

* We do not have a Performing Rights Society Licence for public entertainment.
* We can provide presentation equipment and materials on request. Details can be found on the Room Hire Charges sheet.

Food and Drink:

* Fresh drinking water is available.
* We do not advise hot drinks in rooms where children are present.
* Alcohol is not allowed on the premises.

Cancellations:

* Please inform the Centre on admin@thepankhurstcentre.org.uk or 0161 273 5673 of any room booking cancellations at least 48 hours beforehand. Failure to do so will result in the full charge being incurred.
* Please ensure all members of your group are notified of your cancellation to minimise disruption.
* We reserve the right to cancel room bookings at short notice due to unforeseen circumstances.
* We reserve the right to cancel room bookings for any group who fail to adhere to the terms and conditions contained within this booking form.

Parking:

* The Centre car park has only limited access and you are advised to use one of the many public car parks in the vicinity.

Emergency Evacuation Procedure

**If you discover a fire:**

* Sound the alarm by smashing the nearest “Break Glass” point.

These are situated throughout the building and will be pointed out in your induction along with fire exits.

* On hearing the alarm, please do not panic, calmly leave the building from the nearest exit.

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

* Make your way to the Assembly Point – The grass verge outside the Dermatology Building on Grafton Street
* The Fire Marshall will ring the fire brigade – on an evening and weekend, the lead contact will be responsible for calling the fire brigade
* If you think that someone is still in the building **DO NOT** re-enter the building. **INFORM** the fire service as soon as they arrive

**YOU MUST NOT GO BACK IN THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

**By signing this form, I, the lead contact, confirm that I agree to the terms and conditions detailed above. I am aware that failure to abide by the terms and conditions may result in my room booking being cancelled.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

 Room Hire Charges: 2018-19

Please note: Room Booking Policy applies, contact Business Team for details

**Pankhurst Trust Room Hire Charges 2018 – 2019**

\*Concession price

**NB : Per artist request, photo and film including Charlotte Newson’s piece “Women Like Us” shared online incur a £200 Image fee payable to the artist.**

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| **Public Access Rooms** | **Layouts and Maximum Capacity** | **Per Hour** | **Full day** **9am -5pm** | **Tea / Coffee** |
| **Training Room** | Standing (50)Lecture Style (40)Conference Style (24)Horsehoe (40) | £17.95\*£8.97 | £94.62\*£47.18 | £15\*£5 |
| **Dining Room & Kitchen** | Standing (40)Lecture Style (30)Cabaret Style (16) | £10.51\*£5.28 | £52.56\*£26.26 | £15\*£5 |
| **Multi-Purpose Room** | Interview (5 max)Clear Space (10-15) | £10.51£5.28 | £47.18\*£23.59 | £15\*£5 |
| **Training room & Dining Room** | As above | £26.26\*£13.13 | 126.15\*£63.08 | £20\*£8 |
| **Whole Ground Floor Hire (TR+DR+MPR)** | 100 max | n/a | £152.46\*£76.21 | £25\*£10 |

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| **Restricted Access Rooms (SMT approval required)** | **Capacity** | **Per Hour****(1-3)** | **Full day** **9am -5pm** | **Tea / Coffee** |
| Heritage (Museum) | 20+15+15 | £12.10\*£6.05 | £74.25\*£36.82 | n/a |
| Room 17 | 2 (Ideal for 1:1) | £5.28\*£2.62 | £26.26\*£13.13 | £5 |

**Bookable Resources – Some may incur an additional fee**

* Flipchart/Whiteboard and pens
* Projector
* Laptop
* Speaker
* Display Boards