

Action Centres UK Booking Conditions

1. **VAT** at the current rate **is included** in the charity prices overleaf. Any subsequent change in the rate will be adjusted in your final account.
2. **Charges:-**
 - a) Action Centres UK reserves the right to increase prices should any of our costs increase by more than 7½%. Any increase in charges will be notified in writing to those with provisional or confirmed bookings. Confirmed bookings within three months of arrival date will not be subject to any such increases.
 - b) Charges include all presentation equipment and mid morning and afternoon refreshments.
3. **Provisional Bookings**, which a Centre has accepted by telephone or in writing, will be held for fourteen (14) days only from the date of acceptance.
4. **Bookings & Deposits:** A booking is only deemed as confirmed when a Centre has received a completed registration form accompanied by a deposit of £100.00 per day. **DEPOSITS ARE NOT REFUNDABLE.**
5. **Invoices** will be calculated on the basis of the total number booked (taking into account any cancellations notified to us in advance in writing) or the total number actually accommodated, whichever is the greater. **PAYMENT OF THE ACCOUNT SHOULD BE SENT TO THE CENTRE FOUR WEEKS IN ADVANCE.**
6. **No refunds** can be made in respect of accommodation vacated before the departure time, meals not taken etc.
7. **Liability: -**
 - a) NAYC/Action Centres UK Ltd are covered for Public Liability and Employers Liability. Groups requiring personal cover are advised to contact their own insurance company.
 - b) Action Centres UK Ltd and its staff cannot accept liability for damage to, or loss of, personal property. Groups are advised not to bring personal items of value with them.
8. **Smoking/drinking:** Smoking is not permitted in any building and consumption of alcohol is not allowed on the site.
9. **Group Responsibilities: -**
 - a) Group leaders are responsible for ensuring high standards of conduct within their groups. Centres reserve the right to ban any guests who persistently ignore the rules or act in a manner likely to affect the safety, comfort or well being of other guests or staff. In such circumstances no refunds will be given.
 - b) Groups are the responsibility of their own leaders/teachers at all times.
10. **Damage:** A group is responsible for the cost of repairs for any damage caused to a Centre's equipment and/or property caused by members of that group.
11. **Sales:** No sales transactions may take place on Action Centres UK premises or sites without the written consent of the Centre Director concerned.
12. **Termination of bookings:** A Centre reserves the right to terminate any booking by groups failing to meet these conditions.
13. **Action Centres UK Ltd.**, reserves the right to cancel a booking for whatever reason. In such a situation all monies paid to the Centre concerned will be refunded in full.
14. **Bookings** are not usually confirmed more than 3 months in advance.

**To confirm your booking, complete and cut off the Booking Form and return it with your deposit.
Please retain these booking conditions for future reference.**



A facility of the Northamptonshire Association of Youth Clubs

King's Park Conference Centre Day Booking Form 2010

Name of organisation: _____ **Numbers attending:** _____
Charity Registration number if applicable: _____

Conference title: _____

Name of Conference Leader : _____

Name of person to be invoiced: _____

Purchase order number to authorise booking: _____

Address (for invoice purposes):

Name of Conference Organiser / Trainer (for arrangements): _____

Address:

Tel Number: _____ **Fax Number:** _____

E-mail: _____

Date of Conference: _____

Approx. time of first arrival: _____ **Approx. time of departure:** _____

CONFERENCE REQUIREMENTS:

Please indicate which rooms you require:

Room	Max. guests.	Required Y/N	Number of hours <small>Please note that the minimum booking is for 4 hours</small>
Courteenhall Conference Room	150		
Rockingham Conference Room	50		
Teeton Conference Room	40		
Bunyan Seminar Room	20		
Carey Seminar Room	15		

Please indicate on the attached sheet/s what additional equipment you require (the room hire includes the cost of standard equipment) please also show how you would like the room set up.

CONFERENCE REQUIREMENTS:

Catering requirements:

Lunch-time buffets available		
		Number of guests
Fork buffet: <i>served in Dining Room</i>	<i>£12.50 per person</i>	
Finger buffet: A <i>informal, served in the lounge</i>	<i>£10.50 per person</i>	
Finger buffet: B <i>informal, served in the lounge</i>	<i>£8.50 per person</i>	
Sandwich buffet: <i>informal, served in the lounge</i>	<i>£6.30 per person</i>	
Tea, coffee and biscuits are served mid morning and mid afternoon (inclusive in room hire)		
Welcome drink (tea & coffee)	<i>£1.75 per person</i>	

CONFERENCE EXTRAS

We can provide mineral water and sweets in your conference room at an additional cost

Please tick if required for Number of delegates

Please complete separate sheet showing details of times and numbers for catering requirements.

DECLARATION

On behalf of the above organisation, I hereby apply for the use of the Centre for the purposes stated and agree to observe the Centre's booking conditions and to meet the required charges

Signed: _____

Date: ___/___/___

Status in organisation: _____

FULL name (please print): _____

I enclose a non-returnable deposit of £ _____ as required by the booking conditions, payable to:

“Action Centres UK Ltd – King’s Park”

Please also enclose a copy of your Purchase Order

On completion, please send this form to:

**King’s Park Conference & Sports Centre,
Kings Park Road, Moulton Park, Northampton NN3 6LL**

DATA PROTECTION

It is our intention to keep the information contained in this form on our computerised data base system.
If you have any objections to us doing so, would you please inform the Centre Director in writing.