

Venue Rental Request Form

Location: 17 Charlton Street, NW1 1JD

Please fill out the form below to request use of our venue. All bookings are subject to availability and confirmation.

1. Name:

2. Contact Number:

3. Email Address:

4. Type of Event:

5. Date of Event:

6. Time of Event:

From:

To:

7. Number of People Attending:

8. Will you require catering?

☐ Yes

☐ No

9. Will you require service staff?

☐ Yes

☐ No

10. Any special equipment or setup needed?

11. Additional Notes or Requests:

Terms & Policies

Payment Policy:

- To reserve the space, a **non-refundable 50% payment of the total rental cost** is required at the time of booking.
- The **remaining 50% of the rental fee plus a £100 refundable deposit** must be paid no later than **5 days before the event**.
- If payment is not received by this deadline, the reservation will be **automatically cancelled** and the initial 50% will not be refunded.

Cancellation Policy:

- The **50% initial payment is non-refundable** under any circumstances.
- **Cancellations made within 5 days of the event** will result in **loss of the full rental fee**, but the **£100 deposit will still be refunded**, as long as no damages or overtime have occurred.

Refundable Deposit Policy:

- A **£100 refundable deposit** is required to cover any potential damages or extra time used.
- The deposit will be **fully refunded** within 5 working days after the event, provided:
 - The venue is left in good condition
 - No additional time has been used beyond the agreed end time

Time Policy:

- Please ensure all guests and equipment are out of the space by the agreed end time.
- **(Every additional 30 minutes past the agreed time will incur a £22 charge.)**

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Setup and Clear-Up Time:

Depending on the hours booked and the nature of the workshop or event, an additional 15 to 30 minutes may be required for setup prior to the start and for clear-up afterward. This time will be discussed and confirmed in advance and should be considered when planning access and use of the space.

Condition of Space:

- The space must be returned in the condition it was found.
- Any damages, cleaning, or missing items will be deducted from the deposit.

By submitting this form, you agree to the terms and conditions above.

[Signature]

[Date]