



KUUMBA IMANI MILLENNIUM CENTRE
ROOM HIRE BOOKING FORM

Organisation Name:

Address:

Telephone:

Fax:

Email

Name of Contact/ Event Organiser:

Invoicing Instructions:

Name & Address if different from above:

In order to process your Booking can you please submit the following:

Cost Code Reference Number or Purchase Order Reference No

EVENT REQUIRMENTS

In order for K.I.M.C to accommodate your event, we would appreciate it if you could please supply further information relating to your booking?

In order to sign post your event on the day, please submit the following information?

Title of your Event?: _____

The Kuumba Imani Millennium Centre provide support with your events management , in order to do this efficiently the following information is compulsory:

Date/s of event:

Start time of event:

End time of the Event:

What time will you require access (to set up etc)?

How many attendees/delegates will be attending?

Please refer to Room Dimensions Chart for numbers within each room

Conference Room _____

Meeting Room 1 _____

Meeting Room 2 _____

Combined Room _____

How would you like your room set out? (Please tick)

Standard:

Board room Cabaret Theatre U - Shape

Other (please state) _____

Refreshment Options

How many delegates require refreshments?

(Tea (Herbal) / Coffee/Decaf, Inc biscuits 3 per person)

Please complete: _____

What times during your event will you require your refreshments to be served?

£ 1.50 per head (one serving)	£3.00 per head (2 - 3 servings)
(Arrival)	
(Lunch- Break)	
(Afternoon)	

Cold refreshments	Request For how many attendees?
Jug of Cordial (Orange/Blackcurrant/Summer fruits) £1.00	
Large Bottles of Water Still £1.00 Sparkling – Awaiting Cost	

Additional Cold Refreshments

Jug of fresh Juice £1.50 (Apple/Tropical/ Orange)	
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Kuumba Imani Millennium Centre would like to offer you the best service with your Event or Meeting and have introduced a new option that provides 'Light Refreshments' options. In order to take advantage of this option and to ensure that your requirements are met, please complete the following:

Light Refreshment options	Menu	Attendee Amount? (please complete)
Option 1 Variety breakfast Awaiting Cost	Assorted Pastries with Variety of Fruit Jams & Marmalades	
Option 2 £1.00 per head	Bowl of Fruit (your preference)	
Option 3: £1.00 per head	Cheese & Crackers	
Option 4: Variety lunch Awaiting Cost	Soup & Roll	

Please inform the Conference staff if you have any additional music and/or entertainment as part of your booking for your event. This will allow us the information to prepare and ensure all installations are managed safely.

K.I.M.C provide an Induction Loop System throughout the Conference suite area

Do you have any special requirements for displays or equipment that you may wish to promote on the day? Please complete spaces below?

Installation times Set up and collect	Name of PA Company	Contact name and contact details	Performance expected



Conditions of Hire

On receipt of this booking form, you will receive a 'Confirmation receipt' to confirm your booking.

Your booking will be deemed to be accepted and agreed by KIMC. Cancellation subsequent to that acceptance must be made in writing and will render you (the customer) liable for the following cancellation charges.

- | | |
|--|------|
| - Cancellation within 4 weeks of date of event | 50% |
| - Cancellation within 2 - 4 weeks of date of event | 75% |
| - Cancellation within 2 weeks of date of event | 100% |

Charges

All charges will be invoiced on completion of the event and are subject to VAT at the current rate.

Payment should be made within **30 days** of receipt of invoice.

We do not object to you using your own appointed catering services within KIMC, lunches will be served in your room. Please note you must supply your entire cutlery requirement if you take this option.

KIMC does not have any designated car parking facilities

Please Contact Kuumba Imani Millennium Centre on

Tel	0151 708 5278
Fax	0151 282 0478
Email	info@kuumbaimani.org.uk