



Basingstoke & Alton *Cardiac Rehabilitation Charity Ltd*

Registered Charity No. 1013238

Cardiac Rehab Centre  
Chawton Park Road  
Alton, Hants GU34 1RQ

Telephone: 01420 544794

Fax: 01420 544825

Email: [hearty@cardiac-rehab.co.uk](mailto:hearty@cardiac-rehab.co.uk)  
[www.cardiac-rehab.co.uk](http://www.cardiac-rehab.co.uk)

## Room Hire - Booking Form

Please return completed forms to Denise Ellis, Centre Manager, Cardiac Rehab Centre, Alton, Hants GU34 1RQ or email copy to [denise@cardiac-rehab.co.uk](mailto:denise@cardiac-rehab.co.uk)

NB: This application remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to the Cardiac Rehab Centre.

Terms and conditions of hire are included in this form.

Details about You	
Organisation / Company Name:	
Your Address:	Invoicing Address ( <i>If different</i> ):
Post Code:	Phone No:
Contact Name: ( <i>Please PRINT</i> )	
e-mail address:	

Details about Your Event		
Date(s):	Times(s):	No of Persons Attending:
Purpose:		

### Your Room or Venue Requirements

Meeting Room (up to 12 people)

Lecture Theatre (80-100 people)

### Details of Equipment Required

Please provide the relevant information for equipment you require for your event.

*Tables and Chairs* - are standard and included in the cost for the meeting room and lecture theatre.

*Laptop* – you will need to supply your own laptop for use during power point presentations.

Other requirements such as flip charts, projectors, whiteboards etc should also be listed below:

**Equipment Required:**

### Your Catering Requirements

The use of the Kitchen Facilities including crockery is included in the hire charge. All beverages must be supplied by the hirer.

### Car Parking

The Cardiac Rehab Centre has a private Car Park with disabled spaces next to the entrance.

### Your Signature

I certify that I have read, understood and agree to the 'Room Hire Standard Terms and Conditions', a copy of which has been provided to me.

Signature:

Date:

Position:

## Taking fitness *to heart*

The Basingstoke and Alton Cardiac Rehabilitation Charity Ltd (Company Limited by Guarantee)  
Registered Office: Cardiac Rehab Centre, Chawton Park Road, Alton, Hants GU34 1RQ  
Registered in England. No. 2732756



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## Room & Venue Hire - Standard Terms and Conditions

**Applications for hire** - must be made on a booking form. The person by whom the form is signed must be over 18 years of age and shall be deemed to be the Hirer. Cardiac Rehab reserves the right to refuse any application. The booking will be deemed provisional until confirmed by Cardiac Rehab. All applications are accepted on a first come first served basis.

### Room Hire Charges

Meeting Room (up to 12 people)	£10 per hour
Lecture Theatre (80-100 people)	£25 per hour

Cardiac Rehab will issue an Invoice at the time of Hire or shortly afterwards.

Unless otherwise stated the above charges include the cost of electricity, heating and cleaning.

**Use of Premises** - must be confined to the uses set out in the booking form. The sale of alcohol and Gambling is not permitted unless previously agreed with the Centre Manager and appropriate licences obtained. The Cardiac Rehab Centre is a non-smoking venue. Health and Safety should be adhered to at all times.

**Cancellation** - If less than seven (7 days) notice of cancellation is given the Hirer may be liable for 100% of the hire charges. Cardiac Rehab reserve the right to cancel a booking for any reason.

**Public Liability Insurance** – Cardiac Rehab may require evidence of Public Liability Insurance in the name of the hirer. If requested a current copy of your Public Liability Insurance Certificate must be supplied with your booking form.

**Damage and Breakages** - must be reported to the Centre Manager (or an appropriate member of staff) within 24 hours. Hirers undertake to indemnify Cardiac Rehab for any damage - however caused - arising during or in respect of the period of Hire.

**Security** - the Hirer is responsible for ensuring that all doors and windows are properly closed and locked and blinds are drawn on departure if no Cardiac Rehab Receptionist is on duty.

**Cleanliness and Tidiness** - Rooms and any equipment or appliances used are to be left in a safe, clean and tidy condition. Any misuse or costs incurred by Cardiac Rehab in rectifying damage or lack of cleaning/tidying may be charged to the Hirer.

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