**FOIRM EARLAISEACHADH -** BOOKING FORM

|  |  |
| --- | --- |
| **Buidhean:***Organisation:* |  |
| **Aireamh Fòn:***Contact Telephone:* |  | **Ainm:***Contact Name:* |  |
| **Post-Dealain:***E-mail:* |  |
| **Seòladh:***Address:* |  |
|  |
| **BOOKING DETAILS** |
| **Ceann-latha a dhìth oirbh:***Date required:* |  | **Am a tha dhìth oirbh\*:***Time required from\*:* |  | **Gu\*:***To\*:* |  |
| **\*Please note outside of normal office hours, the centre will be opened and closed at the times you request – if you require time for setting up, please include this in your booking. \*** |
| ***Seòmar (aichean) as fheàrr leibh:****Preferred room(s):* ***(info overleaf)*** |  | ***Aireamh dhaoine a bhitheas an làthair:****Estimated number attending:* |  |
| Projector and ScreenIf required, please tick. |  | Video Conferencing large screenIf required, please tick. |  | Grand PianoIf required, please tick. |  |
| Please give a short description of your event below. Let us know of any special requirements you may have (e.g., furniture layout) and we will do our very best to accommodate you. |
|  |
|  |
|  |
| Please note for all beverage and food requirements you must contact Joanne Hamilton at Cafaidh Blasta. To contact, call her mobile on: 07825 631387 or message her through the Rumarr & Cafaidh Blasta Facebook Page.Alternatively, call the office on 810818 and we will put you through. |

**Booking Procedure**

* All bookings must be made using the Ionad Chaluim Chille Ìle booking form.
* Bookings are provisional until confirmed in writing by mail / email.
* One off events – hire charges are to be made prior to events and payment to be made on receipt of invoice which will be issued shortly after booking is confirmed.
* Local Organisations making multiple bookings, i.e., every week or month, invoices will be issued at the end of the month after each block and payment due on receipt of invoice.
* Please see our Terms and Conditions and Cancellation Policy overleaf.

Please note that the kitchen and café area are not for use by anyone renting a space. Should you require café facilities please contact Joanne on the details above.

**CEANN-LATHA:**

**DATE:**

**AINM:**

**SIGNATURE:**

**Terms and Conditions.**

If this booking involves working with children under 16 or vulnerable adults, the hirer is responsible for following all current legal obligations for their care, supervision, and protection whilst at ICCI.

If this applies to your booking, please mark the box to confirm you have the necessary arrangements in place.

You are requested to vacate the building promptly at the end of your event, at the time indicated on this form. Should your event finish earlier than the time given, **you must not leave the building unoccupied and unlocked.** If an early finish is likely, please indicate this to staff as soon as possible.

All areas used **must** be left clean and tidy with any equipment, furniture cleaned and left as they were found. You are liable for any damage to ICCI property and reimbursement will be sought for any unreasonable cleaning necessary as a result of your hire.

Equipment must not be used from Cafaidh Blasta due to cleaning protocols and Health and Safety.

ICCI holds no responsibility for loss or damage to any property or equipment brought on to the premises.

By signing or entering your name overleaf, you are agreeing to these terms and conditions.

**Cancellation Policy**

Ionad Chaluim Chille Ìle must be notified of any cancellation at least 4 weeks before the let: in writing, by mail or email. However, notification at the earliest possible time is appreciated.

Cancellation within 4 weeks prior to the let will be charged at the full rate agreed at the time of booking.

In the event of cancellation due to unforeseen circumstances within the 4 week period prior to the let, refunds are at the discretion of the manager.

**Rooms Available**

**Conference Room**

Upstairs overlooking Lochindaal, the Conference Room is our largest room and suitable for meetings and events. With a large projector and screen, it is ideal for video conferencing and meetings alike.

**Heritage Room**

At the front of the building upstairs, the Heritage Room is a large room suitable for meetings, video conferences and smaller events. Our portable video-conferencing unit makes it perfect place to set up a business meeting.

**Gaelic Classroom**

Downstairs beside Rumarr is a medium room suitable for meetings, classes and video conferencing. With a large projector and screen, it is suitable for in person, online or blended meetings. A laptop may also be connected to the screen and any requested files can be shown that way.

**Early Years Room**

Downstairs on your right there is a spacious room that can be used for children’s parties, it’s large enough for soft play, ball pits and other children’s toys. Seating and tables can be arranged as per your request.