**Booking Enquiry Form**

To enquire about hiring a space at Manchester Youth Zone, please complete the form and return to **Helen.Williams@manchesteryz.org** and we will get back to you to confirm availability.

All bookings are subject to the terms of hire set out overleaf.

|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Request** | | | |
| Proposed date(s) |  | | |
| Proposed times (from and to) |  | | |
| Event name/details |  | | |
|  | | | |
| Name |  | | |
| **Organisation** |  | | |
| **Billing Address** |  | | |
| **Phone** |  | | |
| **Email** |  | | |
| **Purchase Order for invoicing** |  | | |
|  | | | |
| Group leader(s) on the day |  | | |
| Number of people in group |  | | |
| Who is visiting  List names and organisations. If under the age of 18, please list ages. |  | | |
|  | | | |
| **Room/space required**  Specify times if only required for part of the event. |  | | |
| **Catering required**  Include details of any special dietary requirements. |  | | |
| **Equipment required**  Include details of any equipment required e.g. footballs, flipcharts. |  | | |
| Signature by Booking Organiser |  | | |
| **MYZ Office Use Only** | | | |
| Booking approved |  | Booking confirmed |  |
| Added to calendar |  | Purchase Order |  |
| Room hire costs |  | Refreshments |  |
| Catering costs |  | Invoice |  |
| Catering ordered |  | | |
| Notes/amendments |  | | |

**Terms of Hire**

**Booking policy**

* All booking enquiries are provisional until you have received email confirmation that your requested dates have been booked.
* In the event that a space becomes unavailable due to unforeseen circumstances, we will offer any suitable alternative spaces at no additional cost. Where no suitable alternatives are available we will refund the cost of the booking in full or offer credit towards future bookings.
* Booking cancellations made within 2 working days of the event date will be charged in full.
* Our opening hours are Mon – Fri: 9am – 9pm, Sat: 6pm – 9pm and Sun: 12.30pm – 3pm. Access outside of these hours is by prior request only and may incur additional costs.

**Staff and equipment hire**

* Hire rates are on a room only basis unless specified. Staff (e.g. activity facilitators, qualified instructors) and equipment (e.g. flipcharts, footballs, boxing gloves) are available to hire at additional cost. Please contact us for more details.
* Parties hiring the Climbing Wall, Trampoline, Fitness Suite or Boxing Gym must be accompanied by a qualified instructor. If you are using your own instructor, they must provide proof of qualifications prior to using the facilities.
* To ensure we can accommodate your requirements, staff requests and amendments should be confirmed 7 working days before the event, and equipment requests and amendments 2 working days before the event.
* Staff and equipment requests accommodated within these timescales may incur additional costs.
* We reserve the right to request a deposit for use of our equipment.
* Please do not use adhesive tacks or tapes of any kind on the walls or floors.

**Catering**

* Manchester Youth Zone offers in house catering for your events. Please request a copy of our Buffet Menu for further information.
* Only food purchased on the premises may be consumed on site.
* To ensure we can accommodate your requirements, catering orders and amendments should be confirmed 7 working days before the event.
* Catering orders cancelled within 7 working days of the event will be charged in full, as food orders will have been placed or received.

**Conditions**

* The group leader(s) named on the Booking Enquiry Form accept full responsibility for the behaviour and actions of the group whilst on the premises.
* We ask that you respect our people, premises and equipment. Any person who abuses our staff, premises or equipment will be asked to leave.
* Please report any damage or breakages to Reception on leaving.
* Manchester Youth Zone do not accept liability for loss or damage to personal possessions while on our premises. Please ensure you have adequate insurance for your own needs.
* Manchester Youth Zone is a working youth facility and our spaces are not soundproofed. During our opening hours there will be young people in the building and they may be noisy.
* We take safeguarding of our young people seriously. During opening hours all visitors must be escorted to and from the space by your group leader(s) and must use the designated toilets only.