

OLD FORDE HOUSE

Room Booking Form



Enter your details and press the tab key to move on to the next field

ORDER NO.					
Date of event		Start time		Finish time	
Name of organisation					
Booking contact					
Person heading meeting					
Title of event					
Address					
Town		Postcode			
Telephone number					
Email					
Rooms Required			Layout	Cost	
1					
2					
3					
4					
Number of people attending			Total cost		£
Equipment required					
Projector		Laptop		Flipchart	
				Screen	

If refreshments are required (tea/coffee, buffet lunch, etc), please order these direct from our in-house caterer, The Seasoned Kitchen, by emailing theseasonedkitchen@outlook.com , or telephoning 01626 215134

Items	Times
Any additional information	
I have read and understood the terms and conditions, and the fire regulations	
Email: oldfordehouse@teignbridge.gov.uk	
Tel: 01626 215484	
Please visit this page for prices and our terms and conditions	

IF WISHING TO SERVE ALCOHOL PLEASE CHECK IF YOU REQUIRE A LICENCE. CONTACT: 01626 215151 OR FOLLOW THE LINK:

teignbridge.gov.uk/temporaryeventnotice

OLD FORDE HOUSE
GENERAL TERMS AND CONDITIONS OF BOOKING

Provisional bookings can be made by telephoning Old Forde House on 01626 215484 or alternatively by emailing oldfordehouse@teignbridge.gov.uk

Payment of room bookings will be due on receipt of invoice, which will be issued at the end of the calendar month

CANCELLATION NOTICE

A fee of 50% will be payable if 7 days notice or less is given and a full charge will be made if 24 hours or less.

DISABILITY ACCESS TO OLD FORDE HOUSE

Old Forde House, a historic and listed building, has many rooms, which are only accessible via a number of stairs. There is no lift. Teignbridge District Council is committed to making its services fully accessible to all service users in line with the Disability Discrimination Act. If you have mobility difficulties or use a wheelchair you may have problems entering Old Forde House. Please contact Old Forde House on 01626 215856 to see whether alternative arrangements can be made.

RISKS

Please note that due to the age of the building the floors and stairs are uneven. Please bring this to the attention of your group. A first aid kit is located in the kitchen, together with a list of first aiders.

If out of hours, and no member of Teignbridge staff are present, any accidents that occur, that require medical attention please call 999. Also ring Home Safe Guard on 01395 516854 and advise them of incident and action taken.

FIRST AID

First aid provision is the responsibility of the hirer

ACTION ON DISCOVERING A FIRE OR HEARING THE ALARM

1. Raise/sound the alarm immediately by breaking the glass/pressing on the nearest fire alarm call point
2. Leave building immediately by NEAREST stairway or exit, closing windows and doors as you go.
3. If the nearest exit is blocked go to the next one.
4. Proceed quickly to the assembly point, do not run.

5. If out of hours, the person in charge will make a call to the Fire & Rescue Service by dialling 999 if fire is identified as being present.
6. At the assembly point, the senior person should take the roll-call and report any missing persons to any fire service officer or Teignbridge incident officer.
7. All persons will remain at the nominated 'assembly points' until given the 'all clear' by the Incident Officer. In a real fire situation, no return to the building will be allowed until the 'senior fire officer' from the Fire Service authorises it.

VISITORS - Staff should escort visitors or members of the public to the assembly point

ASSEMBLY POINT - is lawn area to the side of Old Forde House facing the main offices

DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL AUTHORISED

PLEASE BE AWARE THAT THE CAMPUS, INCLUDING THE GROUNDS, IS A NO SMOKING AREA AND THIS IS STRICTLY ENFORCED

Signed Date

Your personal data

We use your personal data so that we can:

- *provide the service that you have requested; and*
- *contact you in case of another query or an issue concerning the booking you have made*

We will hold your data for the purposes stated for a period of 12 months after the date of the booking

We will not disclose any personal information to any other third parties unless required to do so by law.

teignbridge.gov.uk/privacy