



ELY
CATHEDRAL

CONFERENCE CENTRE

BOOKING FORM

Thank you for your enquiry. To enable us to confirm your booking, please complete the form below and return it to the Centre Manager.

Event Details			
Title of Event			
Name & address of organisation			
Name of main contact on the day			
Contact Telephone Number			
Contact E-mail Address			
Date of Event			
Start & finish time			
Expected number of delegates			
Would you like to arrange a pre-visit?			
Audio-visual Requirements (Please tick)			
<input type="checkbox"/>	Projector (FREE)	<input type="checkbox"/>	Flipchart & stand (FREE)
<input type="checkbox"/>	Laptop (FREE)	<input type="checkbox"/>	Whiteboard (FREE)
<input type="checkbox"/>	Screen (FREE)	<input type="checkbox"/>	WiFi (FREE)
<p><i>A free hearing loop is available in the Etheldreda Room. There is no equipment charge for community groups</i></p>			

Room/s Required (Please tick)			
<input type="checkbox"/>	Etheldreda Room - Seats 80 theatre style		
<input type="checkbox"/>	Simeon Room – Seats 20 boardroom style		
<input type="checkbox"/>	Ovin Room – Café/Kitchen area, seats 40		
<input type="checkbox"/>	PEACOCK ROOM IS NO LONGER AVAILABLE		
<p><i>All rooms can be set-up in a numbers of layouts – the above capacities are only a guide</i></p>			
Room Layout (Please tick)			
<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Circle of chairs
<input type="checkbox"/>	Cabaret/Café	<input type="checkbox"/>	Theatre
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	U-shape

Catering Requirements (Please tick)		
Standard – £2.50 per person per round: Tea, coffee & biscuits		
Cold Buffet - £8.50 + VAT per head		
<input type="checkbox"/>	Morning Coffee	TIME/S:
<input type="checkbox"/>	Buffet Lunch	TIME:
<input type="checkbox"/>	Afternoon Coffee	TIME/S:
<input type="checkbox"/>	Additional refreshment breaks	TIME/S:

Other options available please discuss with the Centre Manager

Any special dietary requirements allergens or food intolerances:
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Ely Cathedral Conference Centre Palace Green, Ely, Cambs. CB7 4EW

Tel 01353 659668 | www.centre.elycathedral.org | centre@elycathedral.org | Facebook: @elycathedralconferencecentre

Payment Details
Invoice name and address if different
The Cathedral Centre will issue an invoice after the event, towards the end of the month. If you would like an invoice to be provided on the day of your event please let us know.
Cheques should be made payable to 'Ely Cathedral'

How did you hear about us? (Please tick)			
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Web Search
<input type="checkbox"/>	Cathedral Website	<input type="checkbox"/>	Brochure
<input type="checkbox"/>	Other Website	<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Repeat visit	<input type="checkbox"/>	Facebook
Other (Please specify)			

Social Media
We like to promote what happens at the Centre on our Facebook page. If you would like your company/group to Feature on our page please write your Facebook name below

I/We have read and accept the Terms & Conditions of the booking listed overleaf. Please sign and date below.			
Signature:			
Print:		Date:	

TERMS AND CONDITIONS

These terms and conditions shall be binding on any person or organisation (the Lessee) who enters into a contract to hire part of or all of Ely Cathedral Centre (ECC) at Palace Green, Ely, Cambs, CB7 4EW.

1. GENERAL BOOKING CONDITIONS

1.1. Bookings are subject to approval by the Chapter of Ely Cathedral. ECC has the right to change the room requested by the customer to an alternative room, should this be necessary, at the sole discretion of the Centre Manager.

1.2. No booking will be treated as confirmed until ECC has received a signed booking form, full payment or a booking deposit has been paid (depending on the type of event) and ECC has sent a written confirmation (including email) of the booking.

1.3. ECC has the right to change the room requested by the customer to an alternate room, should this be necessary, at the sole discretion of the Centre Manager.

1.4. For out-of-hour or weekend bookings an entry swipe card can be provided at the discretion of the Manager or ECC can be opened and closed by prior arrangement.

1.5. The Lessee shall be permitted to use only those parts of the Premises specified in the Booking Form and approved by ECC. Different groups may be using different parts of the Premises simultaneously, and will require to share common facilities including but not limited to corridors, reception and toilets.

1.6. The Lessee shall not be granted exclusive use of the whole Premises unless the Lessee and ECC explicitly agree to the contrary.

1.7. The Premises shall be used only for the purposes set out in the completed Booking Form and approved by ECC.

1.8. No goods whatsoever may be sold within the building nor any collection taken without the prior permission of ECC.

1.9. Catering numbers and menus need to be confirmed three working days prior to the event. 100% of the catering costs will be charged in the event of any cancellations or adjustments made on or after this time.

1.10. There is no entitlement to access all or part of the building or equipment outside the hiring period. You must only use the parts of the building agreed in the confirmation email/booking form. Use of additional areas outside the hiring agreement will result in additional fees. The hirer must ensure that the hires areas are vacated at the end of the hiring period; failure to do so may result in additional fees.

2. CATHEDRAL CENTRE ETHOS

2.1. Ely Cathedral is part of the Church of England. Our beliefs are summarized at: www.elycathedral.org/who-we-are. The discretion to refuse applications to use the Premises includes (but is not limited to) discretion to refuse applications considered to be at odds with the genuine religious belief that is central to the organisations purpose and function. The Lessee shall not assign the Contract to any other party without the prior written agreement of ECC.

2.2. Use of the building must be appropriate and compatible with the ethos of Ely Cathedral.

2.3. Ely Cathedral and/or ECC reserves the right to refuse applicants the use of part or all the Premises as its absolute discretion.

2.4. The preservation of proper order within and out with the Premises shall be the responsibility of the Lessee. As a church, "proper order" includes maintaining behaviour that is consistent with our Christian ethos.

3. CANCELLATION POLICY

3.1. We reserve the right to cancel a hiring at any time in the event of an unavoidable or overriding requirement for the religious use of the building. In this instance the hirer would be entitled to a full refund of any charges paid in advance.

3.2. Should the customer cancel their booking a charge must be made equivalent to any loss suffered by ECC. The following percentages will be charged:
If cancellation occurs on the day of the event - 100%
If cancellation occurs 1-7 days before the event - 50%

If cancellation occurs 8-30 days before the event - 25%
No charge will be made if cancellation occurs more than 31 days prior to the event

3.3. ECC reserves the right to cancel the hiring if the hirer breaks any of the conditions of hire.

3.4. ECC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice. In this instance the hirer would be entitled to a full or part refund of any charges paid at the discretion of ECC.

3.5. ECC reserves the right to close the premises at any time for emergency or periodic maintenance.

3.6. ECC reserves the right to cancel any Contract without notice and without liability, legal or otherwise, to the Lessee or any person affected thereby in the event of: war; riot; state of emergency; civil unrest; where any member of the public is at risk (or thought to be at risk); strike (official or otherwise); act of God; failure of electricity, gas or other power supply however caused; or for any reason whatsoever out with the control of ECC. In the event of such a cancellation, any monies deposited with ECC by the Lessee in respect of the Contract so cancelled shall be refunded in full to the Lessee.

4. PENALTIES

4.1. Cleaning charges - It is expected that users will leave ECC in the same clean and tidy condition in which they find it. If, for any reason, this should not be the case a cleaning charge of £50 will be made.

4.2. The Lessee shall keep the part of the Premises being used in a neat and tidy condition during their use and will return it to the condition in which they found it. The Lessee shall be responsible for any damage caused by or arising out of their occupancy of the Premises to the fabric; fixtures or fittings; and any property otherwise contained within the Premises. ECC reserves the right to make good any damage at the Lessee's expense. ECC reserves the right, during the period between any such damage occurring and it being made good, to hire or otherwise obtain reasonable alternative facilities (including but not limited to hire of furniture, equipment, Premises, and staff to facilitate use of these) to enable ECC undertakings and fulfilment of its obligations under contract or otherwise to continue until the damage is made good, at the Lessee's expense.

4.3. All fittings and equipment brought onto the Premises by the lessee shall be removed immediately after completion of the let unless there is explicit agreement is reached to the contrary with ECC. In the event of the Lessee failing to clear the Premises to the satisfaction of ECC this shall be done by ECC and the expense borne by the Lessee.

4.4. In the event of the Premises not being vacated by the time specified in the Booking Form, the Lessee will be liable to pay a surcharge for each half hour or part thereof during which the occupation of the Premises by the Lessee continues.

4.5. In the event of the Premises not being vacated by the time specified in the Booking Form, the Lessee will be liable to ECC for any losses sustained by them as a result (for example, but not limited to, losses occasioned by a subsequent booking of the Premises being jeopardized by the Lessee's failure to vacate the Premises).

5. INSURANCE

5.1. Hirers will be responsible for any liability that arises from their use of the building or its equipment and are required to indemnify the Church in connection with such use. They are advised to take out a public liability policy in a minimum of £1million to cover themselves and third parties during their hiring. ECC has a public liability policy up to £15 million for each incident covering claims for negligence in maintaining the condition of the building and its equipment.

5.2. Liabilities - The Cathedral Chapter cannot accept responsibility for any personal items or possessions lost whilst on the premises. Please ensure all such items are housed in a safe place and not left unattended.

5.3. ECC shall not be liable for any loss or damage to the property or goods used or exhibited on the

Premises or left by the Lessee or persons attending the Premises.

6. HEALTH AND SAFETY

6.1. ECC is committed to the health and safety of its employees, members of the public and subcontractors working on the Premises. The Lessee agrees to abide by all relevant provisions of health and safety law, and with any ECC health and safety rules and regulations.

6.2. In the event that the upper levels need to be evacuated in an emergency, the lift is not to be used.

6.3. Any lessee using the basement or upper level facilities must ensure that all members of their group can be evacuated before booking and using the facilities. If you intend to include any person in your group who will need assistance to escape in an emergency, it is your responsibility to make suitable and sufficient arrangements for them. If you need advice speak to the ECC manager

6.4. No smoking is permitted anywhere on the Premises.

6.5. The number of persons attending any event under the Contract shall be limited to the capacity of the rooms as stipulated by ECC. Lessee shall not cause or allow the capacity to be exceeded.

6.6. No sign or notices shall be displayed inside or outside the Premises without the approval of ECC.

6.7. No extra fittings, decorations or props shall be erected or brought onto the Premises without the approval of ECC.

6.8. No alteration or addition to or use of existing lighting, audiovisual, electric, electronic, kitchen or other equipment shall be carried out without the prior consent of ECC. Extra charges may apply for use of these facilities.

6.9. All electrical appliances brought onto and used on the Premises by or on behalf of the Lessee must be fully tested in compliance with current legislation and proof be exhibited to ECC, if required, to that effect.

6.10. No dangerous or harmful activity shall be permitted. Explosives, toxic, hazardous, odorous or flammable substances shall not be brought onto or used in the building. Smoking is not permitted on site.

6.11. No food or drink items may be brought into the building as part of your event without the permission of ECC. Alcohol must not be sold on the premises. ECC must be informed in advance if there will be alcohol at your event. Outside caterers or not permitted without the permission of ECC.

6.12. Car Parking - Disabled car parking is available on site but otherwise the space at the front of the center may only be used for unloading. We regret we are unable to offer any onsite parking but there are three free of charge public car parks within a 5 minute walk from the Cathedral Centre

7. SAFEGUARDING

7.1. The safeguarding of children, young people and adults at risk is an important part of all ECC activities. By signing this document you are acknowledging acceptance of our Safeguarding Policy. A full document can be viewed at www.elycathedral.org. Our policy is also summarized in the ECC reception area. Users are required to read this and ensure they have their own policies or procedures in place that are consistent with these standards.

7.2. The user is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and ensuring that all necessary checks are undertaken. ECC accepts no responsibility for the users failure to comply with these requirements.

7.3. Hirers' Confirmation of Safeguarding Provision – the Chapter of Ely Cathedral has a Policy for Safeguarding Children, Young People and Vulnerable Adults. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own. You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

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