

## **Elgin Youth Café Conditions and Charges for Café Hire From 1<sup>st</sup> October 2007**

The Youth Café is available for hire by external groups. The dates and times that the Café will be normally available for hire are as follows:

- Mondays to Fridays between 9am and 5pm
- Some evening bookings available on request

### **Charges**

- Full use of Café area
- £10.00 per hour with a minimum charge of £20.00 from 9am to 5pm.
- £15.00 per hour after 5pm.

### **Catering**

Tea/Coffee	£5.00 per pot (approx 10 cups)
Biscuits	£0.50 per person
Scones/butteries/cakes	£0.75 per person
Sandwiches/baguettes	£2.50 per person
Soup	£1.50 per person
Soup and sandwiches / baguettes	£3.50 per person

Specific menus can be supplied if requested.

### **Equipment:**

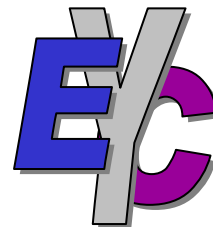
Projector screen	£2
Flip chart	£2
Overhead projector	£2
Digital projector	£2
Laptop	£2
Use of computers, video/dvd & TV	free

## **Conditions**

Hirers must be made aware that Youth Café staff will be using the facility during the hire and that they will minimise their disturbance. The conditions of booking are as follows:

- Bookings must be made on the Café Hire Form (attached) and returned to the Youth Café at least one week in advance.
- Safety: On arrival at the Youth Café, a member of Youth Café staff will welcome the group, and give a facilities and safety briefing.
- Insurance: The Youth Café carries 3<sup>rd</sup> party liability in respect of negligence on the part of the Youth Café or staff.
- Accidental breakages will be charged at cost
- Cancellation: A charge of £10 will be made if any confirmed booking is cancelled within a week of the event. A cancellation fee of 50% of the full amount will be charged for groups cancelling within 24 hours.
- Invoices are payable within 30 days. Cheques should be made payable to Elgin Youth Development Group.

# Elgin Youth Café Booking Form



**Name and Address of Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Date(s) of Request:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Group Numbers (est):** \_\_\_\_\_

**Special Requirements** (please list layout of chairs & tables required, equipment needed etc.)

**Catering Requirements** (please tick box or boxes)

**Coffee/tea** on arrival  Time:

**Coffee/tea** mid-morning  Time:

**Coffee/tea** mid-afternoon  Time:

**Lunch** (tick)

Baguettes  Special dietary arrangements can be made – please just let us know

Sandwiches

Soup

**Biscuits;/scones/cakes: please let us know what you would like and when:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY			
BF received	On the day	Invoice sent	Invoice paid