

## External Event Booking Form

<b>Date</b>	
<b>Title of Event</b>	
<b>Times</b>	<div>Start Time</div> <div>End Time</div>
<b>Numbers attending</b>	
<b>Name of organiser</b>	
<b>Organisation</b>	
<b>Contact tel no:</b>	
<b>Emergency contact no</b>	
<b>Email address</b>	
<b>Insurance</b>	<i>A premium of 3.15% of the room hire fee will be applied to non-commercial hirers under our KCC insurance policy unless details of your insurance and a copy of the policy are supplied. Commercial hirers must have their own insurance.</i>
<b>Invoice details</b>	<div>Name/ Job Title:</div> <div>Organisation/Address:</div> <div>Email:</div>

Room requirements	
<b>Oak Room</b> (Capacity: 50 seats only / 30 seats with 15 tables) (£40 per hour, £90 per half day, £150 per day)	YES/NO    Layout
<b>Ash Room</b> (Capacity: 20 seats only / 16 seats with 8 tables) (£30 per hour, £60 per half day, £100 per day)	YES/NO    Layout
<b>Elm Room</b> (Capacity: 20 seats only / 16 seats with 8 tables) (£30 per hour, £60 per half day, £100 per day)	YES/NO    Layout

**Room requirements:**

**Please note that any mobile devices including laptops will need a security certificate installed to connect to our Wi-Fi. This can be installed from the following link:**

**<https://support.lgfl.org.uk/public/sslfilt.crt>**

**Select install certificate on the local machine and when prompted, select 'Place all certificates in the following store' then browse. Select 'Trusted Root Certification Authorities' and ok.**

**Please contact your ICT department if you need help with the above configuration or you are blocked from installing software. Meadowfield ICT support are unable to reconfigure any devices other than providing access to our guest network. YouTube is not available on our guest network. If you require access to YouTube, you will need to include hire of our laptop.**

**Additional equipment requests will be considered separately.**

Flipchart and Pens	YES/NO
Will delegates be bringing laptops?	YES/NO

**Refreshments:** at £2 per delegate per booking

**Lunch** £7.50 per head\*

Sandwich selection, savouries and cake (Please advise of any special dietary needs)	Yes/No	Time:
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**Information for all hirers**

*Rooms are generally available from 9.00 am to 4.00 pm Mon – Thu, 09:00 – 15:30 on Fridays - or longer by arrangement with the Centre Coordinator. All bookings are subject to terms and conditions.*

*We cannot guarantee onsite parking, however if the car park is full delegates can park in the area around the school. Please note: delegates may find difficulty in exiting the car park between 14:30 & 15:30 as this is when school transport arrives.*

*Our Covid-19 risk assessment is available to view on our website at the following link:*

**<https://www.meadowfield.kent.sch.uk/parent-information/current-useful-information-sept-2021/>**

**Cancellation Charges**

Notice Given	Charge
2 – 4 weeks	30% of room hire
3 days – 2 weeks	50% of room hire
Less than 3 days	100% of room hire

\* VAT payable where applicable

**I confirm that I agree to the terms and conditions of hire and to comply with the Meadowfield School Covid-19 risk assessment.**

<b>Signed</b>		<b>Dated</b>	
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**Please return your completed form to: MIDAS Centre Co-ordinator ([midas@meadowfield.kent.sch.uk](mailto:midas@meadowfield.kent.sch.uk))  
Meadowfield School, Swanstree Avenue, Sittingbourne, Kent ME10 4NL  
Tel: 01795 477788 / Fax: 01795 477771**

**Office Use Only**

Authorised by:

<b>Signed</b>		<b>Dated</b>	
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## Information for MIDAS Centre Visitors

Our full address is: Meadowfield School, Swanstree Avenue, Sittingbourne, Kent, ME10 4NL. Our contact telephone number is: 01795 477788

Please find a map of **Meadowfield School** below:



## Adverse Weather Conditions

**In the event of Meadowfield School and therefore the MIDAS Centre being closed** the procedure is as follows

Please check the school website [www.meadowfield.kent.sch.uk](http://www.meadowfield.kent.sch.uk) for any school and therefore MIDAS Centre closure. Alternatively please check the KCC website to see if Meadowfield School is closed.  
[www.kent.gov.uk/winter](http://www.kent.gov.uk/winter).

In addition it is possible for individuals to register on the KCC closures website [www.kentclosures.co.uk](http://www.kentclosures.co.uk) . You will then receive an email (free) or a text (20p) if the school is closed.

**In the event of the training being cancelled due to the trainer being unable to travel but the school is open** the procedure it is the responsibility of the trainers and their admin support to advise the venue and the delegates.

## Please be aware

KCC advice is that if the area you live in is affected by severe weather conditions or the route to your training venue is affected please do not make the journey