



120 Tavistock Street
Bedford
MK40 2SA

Phone: 01234 360388
Text: 07922 105200

Email: enquiries@bedfordopendoor.org.uk
Website: www.bedfordopendoor.org.uk

Hire of Rooms		
Room	Business/Commercial	Charities & Voluntary Groups
Counselling/Supervision Rooms:	£8 (per hour)	£6 (per hour)
Meeting/Training Room:	£12 (per hour)	£10 (per hour)
Use of Flipchart:	£3	£2
Use of Laptop/Projector:	£5	£3

Drinks making facilities are available in the Kitchen on the ground floor.

Office opening times Monday to Friday from 9:30 am to 3:30 pm.

Counselling/Supervision Rooms

There is a choice of counselling/supervision rooms of varying size. They hold up to 3 people (4 people in some rooms)

Meeting/Training Room

This holds up to 16 people sat at tables or 20 people without tables. The Tables can be configured in many ways and a whiteboard is available. Drinks can be prepared in this room and a small fridge is available for storing milk etc.

Disabled Access

There is disabled access to the building via a ramp, and a disabled toilet.

There is only one accessible counselling/supervision room on the ground floor and we regret we do not have a lift.



Room Hire Booking Form

Name:	
Address:	
Postcode:	
Email Address:	
Organization:	
Private Hire Counsellor/Supervisor:	Y / N
Contact Number(s):	
Room Required:	Counselling / Supervision / Meeting
Number Attending:
Time of Meeting: am/pm
Day & Date of Meeting:	(Day:) / /201__
Duration: (hours)
Disabled access required:	Y / N
Please ensure all sections are completed fully.	

Any Other Comments?	P.T.O.
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For Office Use Only:

Hourly Rate Agreed:	£ Per hour
Copy of CV: <input type="checkbox"/>	Copy of Qualifications: <input type="checkbox"/>
Copy of Insurance: <input type="checkbox"/>	Business Card: <input type="checkbox"/> (if available please)
Copy of BACP link: <input type="checkbox"/>	/other affiliation (N.B. needed in Counselling/Supervision work)
Building H&S Induction Date:	Signed:
	Signed for Bedford Open Door:
Key Issued Date:	Signed:
+Name (if needed)	Signed for Bedford Open Door:

Conditions For Use Of Premises:

Those who hire rooms at Bedford Open Door must satisfy themselves that the premises are suitable for the purpose for which they are required and that they (the applicants) have the appropriate insurance cover as the insurance of Bedford Open Door does not indemnify organizations/individuals hiring rooms, for their liabilities.

- Smoking - **The whole site is NON-SMOKING.** Please refrain from smoking on any part of the site, both inside and out.
- Security - All personal possessions must be kept safe and are each individual's responsibility. The building must be checked prior to departing ensuring all windows are closed and doors locked.
- Housekeeping - All washing-up, tidying-up and placing rubbish in available bins must be done prior to departure
- Heating - If thermostats are altered they must be re-set to original settings prior to departure.
- Electrical - All electrical items must be switched off upon departure, including the boiler in the meeting room.
- Damage - Any damage or loss to our premises must be reported to the office at the time or as soon as possible after the occurrence.
- Accidents - Any accident to person or property must be reported to the office at the time or as soon as possible after the accident.

Please Note: Bedford Open Door reserves the right to offer an appropriate, alternative room. You will be invoiced after you have used the premises.

The invoice is payable within 14 days.

I/We the undersigned, accept that Bedford Open Door cannot be held responsible for loss, damage or injury sustained at the premises 120 Tavistock Street, Bedford, if associated or connected in any way with the activity/ event to which use relates.

I/We the agree to indemnify Bedford Open Door in respect of any damage to property arising out of the negligence of the user and/or their clients/participants.

Signed:

Name:

Title :(e.g.Mr,Mrs,Miss,Ms etc.)

Date:

Signed on behalf of Bedford Open Door:.....

(Name:.....)

For Office Use Only:

Office Diary:

Accepted by:

Confirmed on:

by :(please choose:)

email

letter

text