

Fairfield Enterprise Centre

Meeting Room Booking Form

Room Required

Conference Room	Small Meeting Room	Pod Room
Time from:.....	Time from:.....	Time from:.....
To:.....	To:.....	To:.....

Organisation

Contact name

Address

Invoice address (if different)

Contact number

Booked by

I would like to book the above event and authorise that all charges relating to this booking should be invoiced to the address noted above. I/We accept that I/We will be held liable for the cost of any damages incurred in the room, furnishing or equipment during this booking. I have read the terms and conditions and privacy notice overleaf.

Signature:

Date:

Event title

Event date

Number of delegates (including trainer)

Refreshments

Tick ✓	Package	Includes	Price per head
	Basic	Water	Free
	Standard	Tea, coffee and water	£1.50
	Luxury	Tea, a selection of coffee, hot chocolate, herbal teas, biscuits and water	£2.50
	Buffet lunch*	Time: A selection of sandwiches, wraps, sausage rolls, fruit and cakes (may vary)	From £6.50

Fairfield Enterprise Centre, Lincoln Way, Fairfield Industrial Estate, Louth, Lincolnshire LN11 0LS

T: 01507 617777 | E: fec@e-lindsey.gov.uk

Our partners



Data Protection Privacy Notice

East Lindsey District Council is a Data Controller and you can contact us at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP.

Tel: 01507 601111.

The Data Protection Officer for the Council is Alison Sparks and can be contacted on 01507 613409 or DataProtection@e-lindsey.gov.uk.

We are collecting your personal data under a contractual obligation as you have applied to use our meeting room facilities.

Your personal data will not be shared with third parties, however, it may be used for Council purposes in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored for one year in line with our retention policy and then securely destroyed.

You have the right to access the data we process about you and you should contact the Data Protection Officer to exercise this right. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact The Business Centre Supervisor on 01507 617779.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 0303 123 1113.

We cannot confirm your booking unless you complete the form in full. Failure to do so will mean that we will not allow you to use our meeting room facilities.

For full details of our Privacy Policy please visit our website.

Meeting Room Terms and Conditions

Reservations

To enquire about meeting room availability please contact the respective Business Centre and speak to a Receptionist. Bookings are not deemed as confirmed until a booking form is received.

Venue

The Business Centres are open 8.45am – 5.00pm. Should you wish to come in early or stay later than these hours please notify Reception when making your booking. Additional charges for early / late opening may apply.

Catering

Refreshments and light buffets can be made available subject to prior arrangement and noting on the booking form. Refreshments and buffets must be pre-ordered and cannot be ordered on the day. A minimum of one week's notice is required for buffets. Please advise at time of booking should you have any special requests or dietary requirements. Customers are welcome to arrange their own buffets to be delivered, however please advise the Reception team if you intend to do this. Please note that any additional drinks requested during your booking will be subject to availability and charged for.

Prices

All prices are subject to VAT. Meeting room rates are listed in the brochure. Meetings up to four hours are charged at a half day rate. Meetings over five hours are charged at the full day rate.

Invoicing and Payment

Invoices are raised at the end of the month and will be posted / emailed to the contact specified on the booking form. Payments are due within 30 days.

Cancellation

Please note 48 hours notice is required for all cancellations otherwise room hire fee will be charged.

Additional Charges

Please note that if any events run over 5.00pm an additional 20% of the room hire fee will be charged. Additional charges may also apply for early opening.

Equipment and notices

Small demonstrating equipment and notices are permitted within the meeting rooms, however, any damage made to furnishing may be charged. All fire exits and gangways must be kept clear.

The business centre will not accept any responsibility for any possessions lost, damaged or stolen whilst on the premises.

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