

Booking Reference (Office Use Only):



**SYSHP TRAINING SUITE
BOOKING FORM**

www.syshp.org.uk/the-training-suite

To reserve the SYSHP Training Suite at 51 Walter Road please complete this form and return to trainingsuite@syshp.org.uk

Full Name			
Organisation or Company Name			
E-Mail address of Organiser			
Telephone number of Organiser			
Date of meeting			
Number of delegates attending		Start time	End time

Equipment Required	Projector	<input type="checkbox"/>	
	Laptop	<input type="checkbox"/>	
	Laptop with internet access	<input type="checkbox"/>	
	Lunch	<input type="checkbox"/>	
	Coffee	<input type="checkbox"/>	
	Flipchart	<input type="checkbox"/>	
	Car park spaces	<input type="checkbox"/>	Number of spaces required
	Other: please state	<input type="checkbox"/>	

Layout style	Theatre	<input type="checkbox"/>	<p>Theatre</p>	
	Classroom	<input type="checkbox"/>		<p>Classroom</p>
	Cabaret	<input type="checkbox"/>		<p>Cabaret</p>
	Boardroom	<input type="checkbox"/>		<p>Boardroom</p>
	U-shaped	<input type="checkbox"/>		<p>U-shaped</p>
	Circle of chairs	<input type="checkbox"/>		<p>Circle of chairs</p>

A buffet lunch can be provided, if you would like to order a buffet please complete this section including any dietary requirements. Thank you.

Would you like to be invoiced after the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you like to pay by cheque?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If paying by cheque please make payable to SYSHP

All payments expected to be made within 14 days of receipt of invoice

Address for Invoice	
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Signature:

Date:

Terms of Hire

Swansea Young Single Homeless Project (YSHP) allows the use of its training suite to external agencies on the following standard terms. Please read the terms carefully and sign and return to the address at the bottom of the agreement prior to the date of hire.

At our discretion we reserve the right to refuse entry to any participant.

All people using the space will be expected to comply with YSHP's Health & Safety policy and all other policies.

Cancellation fees

If you are not able to deliver the event you have arranged then we will charge a cancellation fee, the schedule of cost for cancellation is stated below.

Cancellations can be made by e-mail or letter to the relevant address below. Please note for a cancellation to be valid, it should come from the person who booked the space in the first instance.

Cancelled 2 weeks - 1 month before the event: 25% of fee payable
(25% of the booking fee deposit will be refunded)

Cancelled 3 days – 2 weeks before the event: 50% of fee payable
(Deposit will be non refundable)

Cancelled less than 3 days before the event: 100% of fee payable
(Invoiced for the remaining 50% of the booking fee)

Signature:

Date:

YSHP
52 Walter Road
Swansea
SA1 5PW

trainingsuite@syshp.org.uk