



Whitehaven Harbour Youth Project

Swingpump Lane, Whitehaven, Cumbria, CA28 7LZ

Tel: 01946 690404

Email: admin@whyp.org.uk

Booking Form – Room Hire

Contact Name	
Organisation Name	
Address	
Telephone	
Email	
Your reference or purchase order number if applicable	

Facilities Required	Cost	Please Tick As Required
Meeting Room (Small – Seats 12)	£10 per hour	<input type="checkbox"/>
Meeting Room (Large – Seats 18)	£10 per hour	<input type="checkbox"/>
Youth Space	£30 per hour	<input type="checkbox"/>
Sports Hall (excluding Climbing Wall)	£20 per hour	<input type="checkbox"/>
Refreshments (Tea, Coffee, Biscuits)	From £1.00 per person	<input type="checkbox"/>
Buffet	On Request	<input type="checkbox"/>

Date(s) and Time(s)	
Number of Attendees (If numbers are yet to be confirmed then please state maximum expected)	
Additional Equipment Required i.e. flip chart. Digital TV available on request.	

Terms and Conditions

- WHYP will provide clean and professionally presented premises throughout, equipped with accessibility ramp and accessibility toilet and all other facilities/equipment as arranged at the time of booking. Course leaders will leave the facility in the same order as they find them. Food and drink must be consumed in the café area only.
- The premises is strictly a non-smoking and no alcohol premises. Course leaders are responsible for ensuring that their clients are aware of this and that smoking (including e-cigarettes) is done well away from the front of the building.
- Course leaders must adhere to the premises risk assessments posted around the building, and those that relate to the space they are using.
- The premises has a secure door which requires access by intercom. This door may not be 'propped' open; all visitors are required to buzz the intercom to gain access.
- Unless otherwise agreed, room booking cancellations will be none refundable if less than 48 hours' notice is provided. Room booking 'no shows' will be charged at 100% including the cost of any refreshments/buffets.
- Please note catering is ordered at time of booking and is none refundable.

