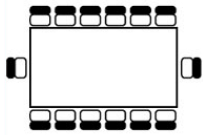
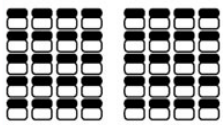
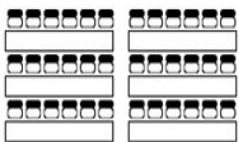
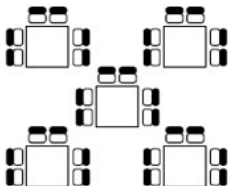
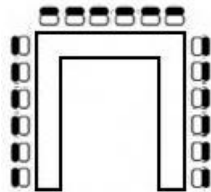


Purchase Order number:				
Name of Company/Organisation:				
Contact name:				
Daytime Tel. No:			Registered Address:	
Mobile No:			Invoice Email address:	
Email Address:			Company No.	
			VAT No.	
Date Required	Start/End Time	Number of Attendees	Room Required	Meeting/Course Title
<u><b>Conference Room</b></u> <b>Up to 40 delegates</b> <u>Layout:</u> Boardroom Theatre Classroom Cabaret U-Shape		<u><b>Meeting Room 1</b></u> <b>Up to 12 delegates – dependant on layout</b> <u><b>Please highlight where applicable</b></u> Boardroom Theatre Classroom Cabaret U-Shape		
<u><b>Flexible Meeting Room 40</b></u> <b>2-8 delegates</b> <u>Boardroom layout only</u>		<u><b>Meeting Room 2</b></u> <b>Up to 12 delegates – dependant on layout</b> <u><b>Please highlight where applicable</b></u> Boardroom Theatre Classroom Cabaret U-Shape		
<p style="color: red; text-align: center;"><b>Please see below for examples of layouts, however due to the current situation with COVID 19 all meeting rooms are being operated with reduced numbers.</b></p>				
Other relevant information:				
I/We confirm that we have read the terms and conditions of hire and agree on behalf of the organisation to comply with the conditions and be bound by them.				
Signature of applicant: .....				
Date: .....				

 Boardroom	24 Delegates	16 Delegates	16 Delegates
 Theatre	40 Delegates	20 Delegates	20 Delegates
 Classroom	30 Delegates	15 Delegates	15 Delegates
 Cabaret	30 Delegates	12 Delegates	12 Delegates
 U shape	30 Delegates	10 Delegates	14 Delegates Subject to AV requirements

**\*Half-day (Monday – Friday): 9am - 1pm / 1.30pm – 5.30pm**

**N.B. Please note that bookings which do not fall within day/half-days or run over agreed times will be liable to a surcharge.**

**Audio/Visual (projector and screen) for flexible meeting room is subject to availability. Please request this at the time of your booking.**

	Conference Room	Meeting Room 1	Meeting Room 2	Meeting room 40
	Up to 30 delegates	Up to 16 delegates	Up to 16 delegates	2-8 delegates
Room price per half-day (Exclusive of VAT)	£150	£100	£100	£65
Room price per day (Exclusive of VAT)	£250	£175	£175	£115
Room price per hour (Subject to availability, exclusive of VAT)	N/A	£30	£30	£20

### **Additional Equipment**

Room prices include the supply of flipchart and pens. Please list any additional equipment required on your booking form. The PH team are happy to provide you with any assistance you may need in setting up and positioning equipment. Please note that all equipment is subject to availability.

#### **Equipment:**

**Please highlight where applicable any equipment needed for your booking**

**Flipchart Pad & Pens**

**OHP & Screen**

**LCD Projector**

**Laptop**

**DVD/Video**

**Microphone**

**Video Conferencing**

**Skype**

## Catering Options

**Sandwich Buffet £7.00 per person**

**Individually Boxed £7.50 per person**

**Selection of Sandwiches, Crisps or Fruit Juice, Fruit and Assorted Mini Cakes**

**Conference Buffet £8.00 per person**

**Individually boxed £8.50 per person**

**Selection of Sandwiches, Crisps or Fruit Juice**

**An additional 8 items are available for you to order**

**Please highlight your choices on the list below:**

**Sausage Rolls**

**Pork Pie**

**Buffet Eggs**

**Vegetable Quiche**

**Vegetable D**

**Pizza**

**Cheese and Pineapple**

**Cocktail Sausages**

**Cheese and Bacon Straws**

**Chicken Sate**

**Chicken Wings of Fire**

**Salmon Goujons**

**Veg Samosa**

**Onion Bhaji**

**Vegetable Pakora**

**Vegetable Spring Roll**

**Fresh Fruit**

**Mini Slab Cakes**

**Our caterers will make every effort to provide alternatives for special diets but cannot guarantee that ingredients do not contain or have not been contaminated by certain allergens. We will not assume any liability for adverse reactions to food consumed.**

## **Guidance Notes for Visitors to Pinnacle House**

### **On Your Arrival**

The hirer or the facilitator must report to reception on their arrival.

### **Security and Fire Instructions**

The hirer or their representative is responsible for ensuring that the Fire and Health and Safety requirements are complied with. They are responsible for ensuring that the attendance register is correctly completed, for notifying delegates of Fire and Health and Safety requirements and for ensuring evacuation of delegates should the fire alarm activate.

Please be aware of the following emergency instructions. Anyone with a disability who may encounter special difficulties should inform the event organiser when signing the attendance register. In the event of a fire, the fire alarm will sound continuously. Please use the nearest safe emergency exit. Assemble at the fire assembly point in front of Pinnacle House, as appropriate. Do not stop to collect personal belongings. Do not re-enter the building until authorised to do so by a Fire Officer or Fire Warden.

### **AV Equipment**

Meeting Room 1 and 2 (Conference) are equipped with resident PC and AV equipment, configured and ready for use.

We recommend that prior to your meeting you take the time to ensure that you are familiar with this and that it is compatible with your own presentation aids (such as DVD, memory stick, laptop / Mac book, etc.)

All AV and IT provision is configured by WPE and must not be reconfigured or interfered with by the hirer or their representative. WPE reserves the right to charge the hirer on the event that IT support is required to rectify an issue caused by such an act.

WPE also reserves the right to charge the hirer for any damaged or missing item (for example a presentation wand or USB driver).

### **Smoking/ Non-Smoking Areas**

A smoking area is provided at the bottom of the visitor car park. There is a non-smoking policy in place in all public areas of the building (this also includes vaping)

### **Mobile Phones and Public Telephone**

If you wish to make a telephone call during your visit to Pinnacle House please confine all mobile phone use to the reception areas or outside the building.

### **Queries or Problems**

If you have any queries or problems, please ask a member of staff. We are always pleased to improve our services and will take your views fully into account.

### **Unloading**

If you have items to unload, please go to reception for admittance.

### **Prices**

All prices quoted are subject to VAT at the standard rate. Prices are reviewed annually on the 1<sup>st</sup> January. All bookings after this date will be charged at the new rate.

### **Bookings**

All provisional bookings must be confirmed by completion of a booking form within 14 days. If no booking form is received Pinnacle House reserve the right to re-sell the facility.

Any equipment required for the booking must be ordered in advance to ensure availability. Final numbers must be confirmed not less than 7 days prior to the event. Special dietary requirements should also be advised at this time. Regrettably, numbers confirmed at this time must be paid for even if subsequently cancelled.

All catering and refreshments will be supplied by PH, unless otherwise agreed.

In the event of the occurrence of a force of nature the obligations of PH will be suspended.

PH reserves the right to cancel any booking due to poor behaviour on the part of any client, delegate or guest. In this case PH will not be liable for payment of any compensation to the hirer or any other person

### **Surcharge**

The Management Team reserves the right to charge a sum equal to 2 hours for bookings which do not fall within the day/half-day session times of 9am - 1pm / 1.30pm – 5.30pm (Monday – Friday).

Management also reserves the right to charge a sum equal to the hourly rate for the room in use where a meeting overruns the agreed time. The minimum surcharge will be equal to 1 hour irrespective. Please note that the conference room will be charged at £40.00 per hour or part thereof.

### **Payment**

All invoices are due for payment within 30 days of the invoice date.

Payment may be in the form of a cheque made payable to Wrest Park Ltd. also by cash, card or BACS.

Unfortunately, we are unable to accept payments by AMEX.

If paying by BACS, please make payment to the following account details:

Account Name: Wrest Park Ltd.

Sort code: 20-65-82

Account number: 73267105

### **Cancellation by the client**

Any cancellation must be in writing. This applies to all events that have been confirmed. In the event of a cancellation the following scale of charges will apply:

Less than 48 hours before the event 100%

Less than 1 week before the event 50%

Less than 2 weeks before the event 15%

### **Changes/Cancellation Policy**

The management reserves the right to reassign a booking to an alternative room.

### **Health and Safety**

PH has public liability insurance.

PH does not accept responsibility for loss or damage to property or vehicles of any client, delegate or visitor to the Pinnacle House Business Centre.

The health and safety of all visitors to PH is of paramount importance and as such we ask that all clients, delegates and guests comply with Health and Safety legislation and other licensing and appropriate statutory regulations.

### **Data Protection**

We regard the lawful and correct treatment of personal information as very important to successful operation for maintaining confidence between ourselves and those with whom we deal, therefore we make every effort to ensure that personal data is treated lawfully and correctly by any employee that has access to personal information. We fully endorse and adhere to the principles of data protection as detailed in the data protection act 2018. Any information supplied will not be passed on to third parties.

## Location and Parking



Pinnacle House is located just off the A1139 in the Fengate area of Peterborough. We are on Newark Road with 'We Sell Any Car' located opposite.

On arrival at Pinnacle House turn left when you enter through the gates and the visitor car parking is on your left-hand side.

PH encourages all users of the center to car share or to use public transport where possible.

Whilst there is parking available at PH we cannot guarantee a car parking space.