



# BEAULIEU RIVER

## BUCKLER'S HARD YACHT HARBOUR

### MEETING ROOM HIRE APPLICATION FORM

Mulberry & Keeping Room - £200 – Full day - £125 half day

- Boardroom style – max 14 people
- Classroom – max 10 people

#### Combined Room

Full day £350 – Half day £200

Boardroom – max 35 people

Classroom – max 30 people

Theatre – max 40 people

- All prices are inclusive of VAT

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#### 1. APPLICANT DETAILS

- Full Name: \_\_\_\_\_
- Organisation Name (if applicable): \_\_\_\_\_
- Position/Title: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

#### 2. BOOKING DETAILS

- Date(s) Required: \_\_\_\_\_
- Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_
- Total Duration: \_\_\_\_\_
  - Half day – maximum 4 hours
  - Full day – 8 hours



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### 3. ROOM REQUIREMENTS

- Preferred Room: \_\_\_\_\_
- Expected Number of Attendees: \_\_\_\_\_
- Room Layout:
  - ☐ Boardroom
  - ☐ Classroom
  - ☐ Theatre
  - ☐ Other: \_\_\_\_\_

### 4. EQUIPMENT REQUIRED (check all that apply):

- ☐ TV with HDMI connection
- ☐ Meeting Owl for video conferencing – additional £30 fee
- ☐ Flipchart
- ☐ Wi-Fi Access
- ☐ Other: \_\_\_\_\_

### 5. PURPOSE OF BOOKING

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### 6. ADDITIONAL SERVICES (fees will apply):

- ☐ Catering
- ☐ Refreshments
- ☐ Other: \_\_\_\_\_

### 7. TERMS AND CONDITIONS

Please read the attached terms and conditions carefully. By signing below, you agree to abide by them.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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### Meeting Room Hire – Terms and Conditions

#### 1. Booking Confirmation

- All bookings must be confirmed in writing via the Meeting Room Hire Application Form.
- Bookings are not confirmed until written approval has been provided
- Beaulieu Enterprises Ltd reserves the right to refuse or cancel any booking at its discretion.

#### 2. Payment

- Payment must be made in full prior to the date of hire unless otherwise agreed.
- Additional charges (e.g. catering & overtime) will be invoiced separately and must be paid within 7 days.

#### 3. Cancellations & Refunds

- Cancellations must be made in writing.
- Cancellations more than 7 days prior to the event will receive a full refund.
- Cancellations between 3–7 days prior to the event will incur a 50% cancellation fee.
- Cancellations less than 3 days prior or no-shows will be charged the full booking fee.

#### 4. Access & Use

- The room is available only for the time specified on the booking form.
- Additional time may incur extra charges.
- The hirer is responsible for all attendees' behaviour and must ensure noise and disruption are kept to a minimum.

#### 5. Set-Up and Clean-Up

- Hirers are responsible for setting up and clearing the room within the booking time.
- The room must be left in the same condition as it was found.
- Any additional cleaning required may result in extra charges.

#### 6. Damage & Liability

- The hirer is liable for any damage to the premises, furniture, or equipment caused by attendees.
- Beaulieu Enterprises Ltd are not liable for any personal injury, loss, or damage to personal property during the hire.



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### 7. Health & Safety

- All emergency exits must remain unobstructed.
- The hirer must follow any fire safety or evacuation procedures as directed by Beaulieu Enterprise staff.
- Children under 18 must be supervised at all times.

### 8. Prohibited Activities

- No smoking or vaping is allowed inside the building.
- Alcohol or illegal substances are strictly prohibited unless prior written approval is granted.
- Activities deemed offensive, unsafe, or disruptive may result in immediate termination of hire without refund.

### 9. Insurance

- Public liability insurance may be required for certain events. Proof must be provided upon request.

### 10. Privacy

- Personal information collected as part of the booking process will be used solely for managing the booking and will not be shared without consent.