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| EVENT DETAILS |
| Organisation |       | Event organiser |       |
| Start time |       | Finish time |       | Event date |       |
| Title of event |       | No. of attendees |       |
| Email |       | Telephone |  |
| Address |       |
| Please specify if you have delegates with any access issues/requirements: |
|       |
| ROOM REQUIREMENTS | Please mark an ‘X’ against your choice(s) |
| Room | IT/AV | Layout | Capacity |  |
| Auditorium A large hall suitable for conferences, film screenings, panel discussion etc.The room can be partitioned for smaller events. | • PC • Projector • Screen (4m x 3m)• DVD / Blu-ray player• Microphones  (static and roving)• Lighting• Sound system | ½ space, theatre style seating on floor level | 100 | [ ]  |
| Full space, theatre style seating on floor level | 230\* | [ ]  |
| Full space, theatre style seating, raked (minimum 2 weeks notice) Set-up fee £150 | 230\* | [ ]  |
| Full space (no furniture) | 400 | [ ]  |
| Cabaret style linen hire fee £50 | 100 | [ ]  |
| [ ]  Action Room 2 (off auditorium)[ ]  Garfield Weston Action  Room (off auditorium) | • PC• 46” LCD screen • White boards• Flipchart stand | Boardroom | 14 | [ ]  |
| Rows of chairs | 25 | [ ]  |
| Standing | 30 | [ ]  |
| Conference Room (mezzanine floor)Medium sized space, suitable for large meetings | • PC• Projector• Screen• Flipchart stand | Boardroom | 22 | [ ]  |
| Rows of chairs | 45 | [ ]  |
| Cabaret style | 30 | [ ]  |
| Annex Room(lower ground floor)Medium sized space, suitable for large meetings. | • PC• Projector• Screen• Flipchart stand | Boardroom | 22 | [ ]  |
| Rows of chairs | 40 | [ ]  |
| Cabaret style | 25 | [ ]  |
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| \* Capacity can be increased to 250.Please note that we charge based on hours in the building as follows, unless otherwise agreed with the HRAC Events Team:• Half day: Up to 4 hours, earliest arrival time 08:30 • Full Day: Up to 8.5 hours, earliest arrival time 08:30 • Evening: Up to 4 hours, earliest arrival time 17:00  |



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| TECHNICAL SUPPORT |
| * If you wish to use a Mac, please bring along a VGA adaptor.
* Presentations can be supplied on a memory stick, CD, or sent in advance to hracevents@amnesty.org.uk
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| **No Charge** [ ]  | The Duty Manager will show you how to operate the equipment and will be available to troubleshoot. |
| WeekdayHalf day [ ] Full day [ ] Evening [ ]  | The Duty Manager will be in the room during the event to operate all AV.£150 for up to 4 hours (between 8am – 6pm)£250 for between 4-8 hours (between 8am – 6pm)£200 for up to 4 hours (between 5pm – 10pm) |
| WeekendHalf day [ ] Full day [ ]  | The Duty Manager will be in the room during the event to operate all AV.£175 for up to 4 hours£300 for between 4-8 hours |
| **AV Requirements and Stage layout** | Top Table [ ]  | Lectern [ ]  | Mics (max 6)       | Roving mics (max 2)       | Lapel mics (max 2)       |
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| CATERING |
| We have in-house facilities to provide tea and coffee. For food, please give an indication of requirements in the table below and we will forward you a quote from our preferred caterers. |
| Item | Cost(per person per serving) | No. of Covers | Scheduled time(s) |
| Freshly brewed coffee and a selection of English and Herbal teas | £1.40\*  |       |       |
| Freshly brewed coffee, a selection English and Herbal teas, and biscuits | £1.80\*  |       |       |
| Hot water only  | £0.30\* |       |       |
| Fruit juice | £0.90\* |       |       |
| Red and White wine | £10.00\* (per bottle) |       |       |
| Kettle chip crisps | £1.50\* (per bag,serves 8) |       |       |
| Selection of sandwiches (1.5 rounds per person)[ ]  Fresh fruit platter OR[ ]  assorted cakes | £6.25 +VAT |       |       |
| Selection of sandwiches *(1.5 rounds per person),* fresh fruit platter, assorted cakes  | £7.95 +VAT |       |       |
| Selection of sandwiches *(1 round per person)*3 savoury canapés, fresh fruit platter Assorted cakes  | £9.75 +VAT |       |       |
| \*VAT does not apply. Please note: for Auditorium bookings food will be served in the lower ground floor Atrium. Our preferred caterer is a local company, *Limoncello*.They can also provide a hot buffet and canape menu upon request. If you wish to use a different catering company, they must be registered with the Food Standards Agency, evidence of which must be sent to the HRAC Events Manager at least two weeks in advance. The catering company must have a Food Hygiene Rating of at least Generally Satisfactory (3) to comply with our policy. Water coolers are available throughout the venue, free of charge.  |
| ADDITIONAL INFORMATIONIf you have any additional notes, queries or concerns, please add them here: |

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| HIRE RATES FROM JANUARY 2016 Please note, rates include use of IT/AV equipment and are not subject to VAT. |
| Room hire rate | Half day |
| A | B | C | Commercial |
| Auditorium\* | n/a | £600 | £900 | £1,200 |
| Action rooms (each) | n/a | £60 | £110 | £130 |
| Conference room (mezzanine floor) | n/a | £135 | £200 | £270 |
| Annex room (lower ground floor) | n/a | £120 | £180 | £250 |
| Atrium only (subject to availabilty) | n/a | £300 | £400 | £500 |
|  |  |  |  |  |  |
| Room hire rate | Full day |
| A | B | C | Commercial |
| Auditorium\* | £600 | £1,000 | £1,500 | £2,000 |
| Action rooms (each) | £60 | £100 | £150 | £200 |
| Conference room (mezzanine floor) | £140 | £210 | £340 | £450 |
| Annex room (lower ground floor) | £120 | £180 | £300 | £400 |
| Atrium only (sunject to availabilty) | £300 | £500 | £600 | £700 |
|  |  |  |  |  |  |
| Room hire rate | Evening |
| A | B | C | Commercial |
| Auditorium\* | £500 | £800 | £1,050 | £1,400 |
| Action rooms (each) | £60 | £100 | £150 | £180 |
| Conference room (mezzanine floor) | £135 | £158 | £236 | £315 |
| Annex room (lower ground floor) | £130 | £150 | £200 | £300 |
| Atrium only (subject to availabilty) | n/a | n/a | n/a | n/a |

 \*The auditorium hire rate includes the 2 Action rooms

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| Room hire rate | Saturday or Sunday |
| A | B | C | Commercial |
| Auditorium\* | £720 | £1,200 | £1,800 | £2,400 |
| Action rooms (each) | £75 | £120 | £180 | £240 |
| Conference room (mezzanine floor) | £160 | £270 | £405 | £540 |
| Annex room (lower ground floor) | £150 | £250 | £350 | £450 |
| Atrium only (subject to availabilty) | n/a | n/a | n/a | n/a |

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| **Status** | **Annual Income** | **Band** |
| Charity | < £1 million | A | ☐ |
| Charity | £1 million - £5 million | B | ☐ |
| Charity | > £5 million | C | ☐ |
| Non-profit organisationsNon-registered charities | C | ☐ |
| Commercial organisation | D | ☐ |

BOOKING TERMS AND CONDITIONS

* Bookings can only be requested and confirmed by completing this form. Bookings taken over the phone or via email will only be provisionally held, for a maximum of 10 days, until the booking form is received.
* Please send a copy of the event programme and list of attendees to hracevents@amnesty.org.uk at least two working days before the event.
* The specified room hire rate includes one hour set-up / rehearsal time. Any excess time will incur extra charges.
* Where required, AV technicians must be booked at least one month prior to the event. Detailed notes on specific AV technical requirements must accompany the request.
* Signage for promotional and directional purposes must only be displayed as agreed with Amnesty facilities management and in conjunction with the design team.
* The event organiser is responsible for all allocated rooms during the period of the booking; any damage to the rooms or their contents incurred as a result of the client or their guests will result in a charge to remedy such damage.
* The HRAC is a working building, as such, the Reception area should be used for access only and noise kept to a minimum.
* Amnesty International UK (AIUK) does not accept any responsibility or liability in respect of loss or damage to any property or equipment brought onto the premises
* Any orders for catering must be placed at least one week prior to the event and any alterations require 48 hours’ notice. Cancellations prior to 24 hours’ notice will incur a 100% cancellation charge.
* You may not use the name Amnesty International, AI logo or Protect the Human logo without written permission from AIUK. Photographs may be taken with the permission of the AIUK duty manager.
* On-site parking at the Human Rights Action Centre (HRAC) is available for blue badge holders only.
* Where visitors are under the age of 18, AIUK must be informed and a risk assessment for the visit carried out. Children cannot be accommodated safely in the HRAC. There are no crèche facilities at the HRAC and there are potential hazards for young children who must be supervised at ALL times.
* Visitors are restricted to the ‘public areas’ only (Reception area, Auditorium, Conference room, Atrium, Annex, Cloakroom and WC facilities on the lower ground floor).
* AIUK will not be liable for any booking cancellation if this is caused, or contributed to, by breakdown of machinery, power cuts, fire alarms, fire, riot, war, terrorist acts, government regulations or Acts of God.
* An invoice will be issued after the event with a 30 day payment requirement.

CANCELLATION

* A fee worth 50% of the room hiring rate will apply if cancellation occurs with less than one month’s notice.
* A fee worth 75% of the room hiring rate will apply if cancellation occurs with less than two weeks’ notice.
* The full rate will be charged if the event is cancelled with less than one weeks’ notice.

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| Office use only |
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