

**ROPEWALK BOOKING CONFIRMATION 2022  
BUSINESS/LOCAL AUTHORITY**

DATE OF MEETING	TIME FROM	TIME TO	NUMBERS ATTENDING	TITLE OF MEETING (For Signage)

CONTACT NAME	
ORGANISATION	
CONTACT EMAIL	
TELEPHONE	
INVOICE ADDRESS	
INVOICE EMAIL	
PURCHASE ORDER NO.	

ROOM REQUIRED (See price list for capacities)	
LAYOUT REQUIRED i.e. Boardroom/Theatre/Cafe/Classroom	
EQUIPMENT REQUIRED i.e. Laptop/Projector/Screen/Flipchart	

<b>CATERING REQUIREMENTS (for buffet details please see separate sheet)</b>		
	NUMBERS	TIME
TEA & COFFEE		
TEA, COFFEE, BISCUITS		
TEA, COFFEE, CAKE		
TEA, COFFEE, PASTRIES		
BUFFET 1 (10 or more persons)		
BUFFET 2 (10 or more persons)		

<b>HIRE CHARGES BREAKDOWN</b>	
ROOM HIRE	
EQUIPMENT HIRE	
CATERING	
OTHER	
	<b>TOTAL</b>

**PLEASE NOTE ALL PRICES ARE SUBJECT TO VAT AT 20%**

I/WE HAVE READ THE ABOVE INFORMATION AND AGREE TO IT'S CONTENTS AND HAVE READ THE ATTACHED TERMS AND CONDITIONS AND AGREE TO BE BOUND BY THEM
Signature of Hirer _____ Print Name _____ Date _____

**Cancellation Fees**

**If you cancel your meeting within 3 days of the meeting date, there will be a charge:  
 Within 72 Hours – ¼ of the total amount  
 Within 48 Hours – ½ of the total amount  
 Within 24 Hours – Full amount payable**



**ROPEWALK FACILITY HIRE PRICE LISTS 2022**  
 (Prices exclude VAT)  
**BUSINESS/LOCAL AUTHORITY**

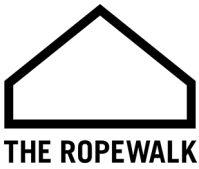
<b>MEETING ROOM CAPACITIES</b>	<b>THEATRE STYLE</b>	<b>BOARDROOM STYLE</b>	<b>CABARET STYLE</b>
HAVEN ROOM	16	14	-
HUMBER ROOM	40	24	30
ESTUARY ROOM	80	30	50
ROPERY HALL	120	40	60

<b>ROOM HIRE RATES</b>	<b>PER HOUR</b>	<b>PER SESSION (HALF DAY – 4hrs)</b>	<b>PER DAY</b>
HAVEN ROOM	£16.00	£48.00	£80.00
HUMBER ROOM	£30.00	£90.00	£150.00
ESTUARY ROOM	£30.00	£90.00	£150.00
ROPERY HALL	£44.00	£132.00	£220.00

**PLEASE NOTE:** Rooms are available for hire from 8.30am to 6.00pm and will be ready for occupation 15 mins before stated arrival time. A charge of £25 is payable if your meeting is out of these hours. This charge is in addition to the Room Hire Rate.

<b>EQUIPMENT HIRE RATES</b>	<b>PER ITEM</b>
LAPTOP	£10
DIGITAL PROJECTOR	£10
ROPERY HALL DIGITAL PROJECTOR	£15
ROPERY HALL P.A., LIGHTING & TECHNICIAN HIRE	£125
PROJECTION SCREEN	£5
FLIPCHART & PENS	£10
SLIDE PROJECTOR & OHP available on request	£10

<b>CATERING</b>	<b>PER PERSON</b>
TEA & COFFEE	£1.50
TEA, COFFEE, BISCUITS	£1.75
TEA, COFFEE, CAKE	£2.75
TEA, COFFEE, PASTRIES	£3.50
JUICE	£1.50
BUFFET 1	£8.00
BUFFET 2	£10.00



## Ropery Coffee Shop

### **Buffet Menu** (Available for groups of 10 or more)

When you hold a meeting, conference or event at The Ropewalk, we are happy to accommodate your dining requirements. We have a choice of menus which are served at your room and can be tailored to suit your preference.

Please Note: Prices exclude VAT

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#### **BUFFET 1 - £8.00 per person**

Selection of Sandwiches  
Pipers Crisps  
Homemade Chestnut Rolls  
Falafels with a Chilli Mayonnaise Dip  
Cheese Straws  
Quiche of the Day  
  
Homemade Cake

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#### **BUFFET 2 - £10.00 per person**

Selection of Sandwiches  
Savoury Filo Parcels  
Pipers Crisps  
Homemade Chestnut Rolls  
Falafels with a Chilli Mayonnaise Dip  
Quiche of the Day  
Cheese Straws  
Herby Potato Wedges

Selection of Seasonal Fruit and Homemade Cake

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#### **SMALLER MEETING GROUPS**

For groups of less than 10 why not take a break from your meeting room and have lunch in  
**The Ropery Coffee Shop**

Selection can be made from our Coffee Shop menu on arrival, with reserved seating and service at the time you choose.

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Please note that drinking water is provided with all buffets. Tea & coffee or orange & apple juice are available at an additional cost of **£1.50** per head.

*Buffets are prepared on the premises using locally sourced and Fairtrade produce, making sure that our 'food miles' are low and our taste quality is high.*

*Special dietary requirements i.e. gluten/dairy/vegan/diabetic can also be catered for on request.*



## **CONDITIONS OF HIRE OF PREMISES**

(To be retained by Hirer)

1. No letting will be made for any purposes which may be regarded as a cause of annoyance to the neighbourhood or other tenants.
2. The premises shall only be occupied at the times approved of by The Ropewalk.
3. The Ropewalk shall not be liable for any loss, damage, or accident to the Hirer or persons admitted to the premises by the Hirer.
4. All applications for the use of the premises should normally be made at least one month before use of the premises are required.
5. Definitive times must be stated at the time of booking. Rooms will be ready for occupation 15 minutes before the stated arrival time.  
If premises are not vacated at the stated time departure time additional charges may be made. Meeting rooms are available from 8.30am to 6.00pm. For bookings outside these times an 'Out of Hours' charge will be payable in addition to the room hire rate.
6. All bookings must be confirmed by the Hirer within 2 weeks of the date of hire.
7. The Ropewalk will require the Hirer to make good all damage to fixtures, fittings and equipment which may be caused during the hire period.
8. The Ropewalk shall have the power to terminate a letting by giving seven days notice in writing to the Hirer, if it feels that the circumstances are such that they are justified in doing so.
9. Any cancellation by the Hirer must be made at least 72 hours before the booking. Failure to do so will result in charges being made.
10. Where permission is sought to use any specialist equipment or fitting of electrical equipment, i.e. piano, visual aids, lighting etc., the name of a suitably qualified person, who will accept full responsibility for the supervision of the equipment whilst in use on the premises, shall be put forward to the officers of The Ropewalk. An up-to-date PAT certificate is to be produced for all equipment used.
11. The Ropewalk reserves the right to alter, amend or add to the regulations at any time and such alterations will be effective on the giving of seven days notice to the Hirer.
12. If the hirer is running workshops for young people a copy of their child protection policy is required. A copy of our Risk Assessment for the room is available on request.
13. Parking is available to the north and south of the building. Vehicles can be unloaded adjacent to doors, but under no circumstances should cars be parked on the grass or in the turning circles. Any costs incurred by The Ropewalk in re-instating and repairing damage caused to verges will be charged to the Hirer.  
**Please advise your colleagues/delegates to park responsibly.**
14. The hirer/leader of the meeting is responsible for their delegates and must ensure that they have read and understood the user information pack available in each of the meeting rooms.