



South Bar House Education Suite has two rooms. The cost is £20.00 per hour per room for public sector users and £40.00 per hour per room for private sector users.

Room One can seat 30 persons, has a ceiling mounted projector with ceiling mounted speakers. There is Console/Podium /Desk and computer.

Room Two can seat 20 persons. It has an interactive whiteboard, computer but no sound.

Rooms One and Two are separated by a high quality sliding partition that can be opened to provide a venue capable of seating 50 in comfort.

Check availability of the Education Suite by following the link: [Education Suite Diary Link](#)

Name of organisation making booking	<input type="text"/>
Contact Name	<input type="text"/>
Contact Telephone Number	<input type="text"/>
Address of booking organisation	<input type="text"/>
Address for Invoicing	<input type="text"/>

Organisation Type	<input type="text"/>	Public Sector	<input type="text"/>
		Other-Please State	<input type="text"/>
Title of meeting	<input type="text"/>		
Number of people attending	<input type="text"/>	Attendees Profile	<input type="text"/>
Date of Booking	<input type="text"/>	Required from	<input type="text"/>
		Required until	<input type="text"/>
<p>Tea & Coffee, if required, is to be supplied by booking organisation. Cups, saucers, spoons, bowls and dishwasher available. Booking organisation is responsible for setting out crockery, boiling water, filling flasks AND CLEARING AWAY. Any clearing away of crockery by surgery staff after meeting will attract a flat, non-negotiable £50 fee. Please tick to acknowledge that you understand and accept this.</p>		<p>The Education Suite will not, routinely, be available after 17:30. Requests to book outside of normal office hours must be submitted to the Practice Managers of either Horsefair Surgery or West Bar Surgery. Acceptance of bookings finishing after 17:30 will depend on there being an appropriate member of surgery staff willing to see attendees off the premises and lock the building. Where meetings finishing after 17:30 are accepted, they will attract a surcharge. of £50.00 per hour and any portion of an hour.</p>	
<input type="checkbox"/>			

Terms & Conditions

Please note, there is no parking for users of the Education Suite at South Bar House. There is ample long stay pay and display parking on South Bar and in Calthorpe Street.

Bookings may be cancelled up to 48 hours in advance without penalty. Cancellations received less than 48 hours prior to the booking date and time will be billed at the full rate.

Please click the check box to show that you have understood the terms of the booking ☐ I understand the Terms and conditions of booking.

Signature: _____

Please print form, sign and fax to:

01295 279293