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yorkcvs



## COVID CHECKLIST

### Please confirm that:

You will ensure all those attending meet [NHS guidelines](#) and are **NOT** required to self-isolate, or are feeling unwell.

Encourage attendees to scan the **Test & Trace QR code** upon entering the Priority Street Centre, **or** you will support NHS Test & Trace by keeping records of attendance for 21 days after your event

You will encourage those attending to [adhere to social distancing](#) , **wash hands** and to continue to wear **face coverings** when indoors in communal areas, or when meeting people they don't know.

You have read and signed our hire **agreement**\_(attached)

You have completed the **Booking Form** (attached)

## Thank you!

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## HIRE AGREEMENT

Please continue to look after the safety and wellbeing of everyone by reading this agreement, signing and returning it to the Priory Street Centre team ([bookings@yorkcvs.org.uk](mailto:bookings@yorkcvs.org.uk)).

**When making a booking please remember to include both setting up and packing away time.** We currently need to ensure sufficient times between bookings to carry out cleaning of the room, so running over you allotted time may incur an additional charge, normally 10% of your total booking

Copies of our venue's COVID risk assessment and Terms & Conditions can be found [here](#).

1. Please ensure you contact us in good time to confirm your **final requirements** in relation to;

Room layout & numbers attending (*adjusted for social distancing should you choose to do so.*)

Timings for your event (*including agreed end time to enable room cleaning*)

Refreshments and Catering

AV / Flipcharts / Any other specific requirements

2. Please can you provide us with a copy of your **COVID risk assessment** no less than 24 hours prior to your event. The Priory Street Centre COVID risk assessment can be found [here](#) for your information.
3. Please ensure your guests consume any food or drink whilst seated in your allocated room.
4. You agree to abide by our [terms & conditions](#).

Signed: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Date \_\_\_\_\_

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## BOOKING FORM

**Title of the Event** :

**Date of the Event** :

**Event Time** (*including set up time*) : **From** : **To**

**Room required** :

**Predicted numbers attending** :

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### DETAILS

**Your Name & Organisation** :

**Email address** :

**Contact on the day** (*Name & Number please*) :

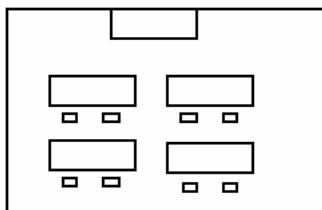
**Charity number** (*if applicable*) :

**Purchase Order Number** (*if applicable*) :

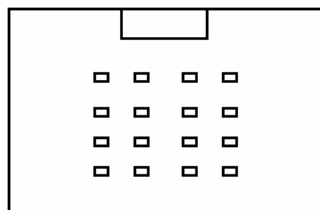
**Invoice Address** :

### ROOM LAYOUT: (Please Select)

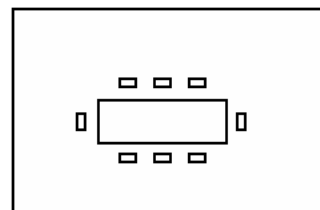
Classroom



Theatre



Boardroom



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Other (please tell us more)

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**EQUIPMENT:** (Please select, prices + VAT)

Projector: £35(Laptop included)	<input type="checkbox"/>	PA System: £15	<input type="checkbox"/>
Flipchart: £8	<input type="checkbox"/>	Laptop: £15	<input type="checkbox"/>
OWL Pro Webcam: £20	<input type="checkbox"/>	Hearing Loop: FOC	<input type="checkbox"/>

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**REFRESHMENTS** Would you like us to provide refreshments?

Yes please  No thanks

We can provide a range of Yorkshire Tea & Twinings' Speciality Teas along with fresh filter coffee and biscuits. Costs are £1.80 (plus VAT) per person, per serving.

Number of people  Number of servings

Time(s) for serving

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**CATERING** Would you like us to provide catering?

Yes please  No thanks

We can provide an Individual Packed Lunch for £8.25 + VAT per person (*please ask for menu and dietary options*)

Number of people

Time for serving

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**Your invoice will be sent to you after the event. Payment can also be made over the phone or visiting our reception (normal open between 9.30 and 4.30pm Monday – Friday).**

You can now return this form to the Priory Street Centre: [bookings@yorkcvs.org.uk](mailto:bookings@yorkcvs.org.uk)