



## Fulwood House Tudor/Block Two Booking Form

I want to book / cancel a room (please circle as appropriate).

### Section One - Customer

Contact Name  Date

Work Address

Work Telephone Number

Which Trust is your employer:

SHSC  Fulwood Tenants  Other NHS/Public Sector  Other Organisation

Internal only:

Directorate  Department

### Section Two - Event Details

Title of Event/Meeting

Date of Meeting  Number of Attendees

Time Access required (Full or half day)

Event Start  Event Finish

### Section Three - Room Requirements

Tudor Boardroom (capacity 25)	<input type="checkbox"/>	Committee Room Four (capacity 25)	<input type="checkbox"/>
Committee Room Two (capacity 25)	<input type="checkbox"/>	Rivelin Boardroom (capacity 22)	<input type="checkbox"/>
Meeting Room One (capacity 12)	<input type="checkbox"/>	Clarendon Meeting Room (capacity 15)	<input type="checkbox"/>
Mayfield Suite (capacity 130)	<input type="checkbox"/>		

### Section Four - Equipment Requirements

Flipchart/Pens	<input type="checkbox"/>	Digital Projector	<input type="checkbox"/>	Laptop	<input type="checkbox"/>
Extension Lead	<input type="checkbox"/>	TV/DVD	<input type="checkbox"/>		

Please return completed form to [tudorreception@shsc.nhs.uk](mailto:tudorreception@shsc.nhs.uk)

## Booking Rooms and Confirmation

1. Rooms can be booked Monday to Friday. Please phone 27 11227, or call at the Tudor Reception.
2. All bookings are considered provisional and will be held for 24 hours. Only in agreement with the receptionist will this period be extended.
3. To confirm a booking, a Room Booking form must be completed and returned within 24 hours stated above. If it is not received within the timescale the reception reserves the right to cancel the provisional booking. Once the form is received the Receptionist will confirm the booking via email.
4. Please keep a copy of your Room Booking for your records.

## Payment

1. All room bookings made for events and meetings for Sheffield Health & Social Care will be free of charge.
2. Fulwood Tenants will have free use of all Tudor Meeting Rooms with the exception of The Mayfield Suite, Clarendon Meeting Room and the Rivelin Board Room where an applicable charge will be made
3. All room bookings made for events and meetings to external organisations will be charged at the applicable rate.
4. Charges for refreshments and buffets will be made via Sodexo. Please email 'ann.islip@sodexo.com'. A booking form and price list is available on the intranet and the Trust's external website

## Cancellations

1. All cancellations must be made in writing as soon as possible an email must be sent to the Fulwood Tudor Reception mailbox ([tudorreception@shsc.nhs.uk](mailto:tudorreception@shsc.nhs.uk)).
2. Room cancellations made 7 days + in advance of the event / meeting will not incur a charge.
3. Room cancellations made in less than 7 days before the event / meeting will incur the full charge.
4. Did not attend (DNA) without cancellation or notice will be charged the full room hire fee.

## General

1. Please discuss any photocopying requirements with the Receptionist. There will be a charge of 10p per sheet for this service.