


Thank you for your interest in booking our wonderful space at EdShift@TheYouthBase. To help us ensure we have all the information necessary please complete the form below.

<b>Your details:</b>	
Your Name:	
Your Organisation:	
Your contact details: Phone & Email	




<b>Your needs:</b>	
Date(s) requested	
Times requested (Min 2 hours booking)	
Details of any repeat bookings/weekly?	
What's the purpose of your room use?	
Expected number of attendees (Max of 20-25 depending on the layout required/style of activity)	
Style of activity: Activity with young people /networking/training)	
Layout of room required: (Chairs/no chairs/horseshoe/rows)	
Other equipment required (flip chart/Wi-Fi/TV/Projector)	

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What we need from you:		Complete
Your Invoicing details:		Date paid:
A copy of your Safeguarding Policy if you are using the space for children/young people.		
A copy of your / your organization's professional indemnity & public liability insurance		
Assurance of your understanding that you're responsible for any persons during their time at EdShift@TheYouthBase and have understood the information provided in relation to Health and Safety and Fire safety. This includes only using WiFi for the purposes of your hire.	Please sign:	
Understanding that it is your responsibility to ensure that EdShift rooms and EdShift items other than those you are permitted to use remain untouched/undisturbed.	Please sign:	
Assurance of your understanding that it's your responsibility to ensure all electrical equipment/lights are switched off and windows & fire doors are shut prior to vacating the premises.	Please sign:	
Assurance that you understand that you are responsible for locking up and setting the alarm on departure, and safekeeping of the keys.		
Assurance that you will return the keys to EdShift at the end of your use of the room.		

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What you need from us:		Complete
A copy of the Health and Safety Assessment document.		
A copy of the Fire Risk Assessment and Evacuation Procedure.		
Awareness of the location of the significant fire safety equipment and exits.		
A copy of evidence that EdShift is insured to allow use of the space.		
Awareness of the kitchen facilities.		
Awareness of the toilet facilities.		
Awareness of the locking up procedure and alarm setting procedure.		

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