



MK COMMUNITY FOUNDATION

WORK SPACE BOOKING FORM

Date of occupancy	
Company / organisation	
Contact Name	
Contact Telephone Number	
Contact Email	
Number of desks required (£20 + vat each)	
Parking space required	Yes/No Vehicle Reg No:
Expected arrival time (From 8.30am)	
Expected finish time (until 6pm)	
Purchase Order Number (if applicable)	
Payment method (Bank transfer or cash) <i>Milton Keynes Community Properties Ltd</i> <i>Sort Code: 12-17-50</i> <i>Account Number: 10002061</i>	
Additional requirements / comments	

On receipt of this booking form the most appropriate work space will be allocated in Margaret Powell House. You will be sent in an e-mail confirmation

Please read the enclosed Terms & Conditions.

If you have any specific requirements or wish to discuss your booking in further detail please contact:

The Conference Team
(01908) 664314

E-mail: bookings@mkcommunityfoundation.co.uk

SIGNATURE.....DATE.....

COMPANY/ORGANISATION.....

For office use

Area:Rate:Invoice No.

MK Community Foundation Work space facilities Terms and Conditions

- An invoice will be submitted at the time of booking and payment must be made prior to using the facilities. Payment can be made by bank transfer (preferred) or cash on arrival.
- All prices are exclusive of VAT, which will be added to the overall amount where applicable.
- Cancellations of less than 24 hours will still be charged.
- Please note that cancellation charges will also be subject to VAT. Changes in the level of VAT will take immediate effect.
- No more than 1 person can use the desk at any time. If a second person needs to work from the same area an additional booking will be required
- Social distancing must be acknowledged in the shared working areas and all clients must work only from their allocated desk space
- Face coverings should be worn in communal areas of the buildings i.e. toilets, breakout areas, corridors etc.
- Clients must adhere to all Covid-secure guidelines whilst using the building.
- Clients will have free use of the building wi-fi whilst using the facilities
- A parking permit can be issued if requested for **free** parking in the dedicated car park at the rear of Margaret Powell House. The permit **MUST** be displayed in the windscreen of the vehicle and will be valid from 8.30am – 6pm on that day only.
- MK Community Foundation accepts no responsibility for parking fines of any vehicle parked in the Margaret Powell or Acorn House car parks.
- MK Community Foundation accepts no responsibility for any damage or theft from vehicles using the Margaret Powell House or Acorn House car parks.
- MK Community Foundation Conference Facilities operate a no smoking policy in all areas of the building, car parks and other outside areas as signposted.
- In the event of an evacuation clients must leave the building via the nearest staircase and exit the rear of the building. The assembly point is on the path at the rear of the car park behind the building.
- All clients will be asked to sign in on arrival and sign out when they leave for fire regulations.

- A completed booking form is required for each separate daily booking. These details will be retained during the Covid pandemic and any users of the facility will be notified immediately if any Covid cases are reported in the building
- Should any client receive a positive covid test, they should notify the building receptionist on 01908 664314 if they have been in the building in the previous 7 days.
- MK Community Foundation reserves the right to alter room layouts in order to comply with fire regulations and Covid-secure government guidelines.
- Should any behaviour or activities undertaken during a booking be deemed to be unacceptable to MK Community Foundation or tenants of either Acorn House or Margaret Powell House, the Conference Team reserves the right to terminate the use of the facility immediately with no refund of costs.
- MK Community Foundation accepts no responsibility for the property of persons using the facilities
- MK Community Foundation shall not be responsible for any injury which may be incurred by any persons using the facilities.
- No clients using the facilities may at any time enter any of the offices of tenants or any other part of Acorn House or Margaret Powell House without consent.
- MK Community Foundation may cancel the booking, without penalty to either party, if Acorn House or Margaret Powell House (or the meeting/conference rooms within) is closed due to fire, dispute with employees, alterations, by order of any public authority or any cause effecting the booking that is outside of our control; or if there is a change of ownership of the buildings; or if MK Community Foundation in it's sole discretion believes the client might prejudice the reputation of the MK Community Foundation or it's buildings. With respect to the above, MK Community Foundation will refund any advance payment made by the client and will have no further liability to the client.
- While every effort has been made to ensure the accuracy of all information, Milton Keynes Community Foundation does not accept liability for any errors or omissions and reserves the right to change information and description

