

# Somerset Chamber of Commerce

## Boardroom hire form

The boardroom at the Somerset Chamber of Commerce office is available to both members and non-members to hire for either a half day or full day.

**Somerset Chamber of Commerce, Equity House, Blackbrook Park Avenue,  
Blackbrook Business Park, Taunton, Somerset, TA1 2PX**

### Contact details

Contact name	
Company name	
Address	
Telephone	
Mobile	
Email	

### Booking details

Is your company a Chamber member?	Yes / No		
Date room required		Today's date	
Half day Member: (£50+VAT) Non: (£75+VAT)	Yes / No	Full day Member: (£100+VAT) Non: (£150+VAT)	Yes / No
Start time		End time	
Number of people expected (max. 14)			

### Equipment required

Flipchart
  Conference phone
  TV
  WiFi

## Other requirements

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## Invoice details

Company name	
Contact name	
Contact address	
Contact number	
PO number (if applicable)	
Email address	

## Terms and Conditions

Somerset Chamber of Commerce has tried to make the terms and conditions of use as straight forward as possible. If however, you have any questions please feel free to speak to the Office Manager, on 01823 444924 or email [officemanager@somerset-chamber.co.uk](mailto:officemanager@somerset-chamber.co.uk)

- Subject to availability
- Payment is due a minimum of 7 days before the date of your booking.
- Somerset Chamber of Commerce requires 3 working days notice from the date of booking for all cancellations for you to be entitled to a full refund. If this notice is not given, Somerset Chamber reserves the right to raise an invoice for the full room hire.
- Somerset Chamber of Commerce cannot be held responsible for damage or loss to another parties property, however caused.
- The Hirer will be liable for the cost of repairs carried out as a result of any damage caused to any part of the premises by negligence, will act/default or any other person invited to the premises by your company.
- Somerset Chamber of Commerce premises are wheelchair accessible with disable toilets available on the ground floor.
- Parking is available, but is limited; Somerset Chamber of Commerce cannot be held responsible for any parking issues.
- Smoking is not permitted anywhere within the premises; a designated smoking area is provided outside.