

Terms and Conditions for Use of Meeting Room at BSH

NB: If you are booking a room but not attending the meeting, please ensure that the Chair of the meeting has also seen these terms and conditions.

You are welcome to email or call to book a room provisionally, but the booking is definite only once we have received and approved a copy of your completed booking form and confirmed it with you. We will email you a few days before your meeting to check final numbers attending etc.

Please note that rooms are available from 09.30 to 16.30. Meeting will not be able to run after 4.30pm unless previously booked with a BSH staff member. Our meeting room is second floor of our building, and **there is no lift.**

Copies of our evacuation procedures are hung on the walls of each meeting room and placed on the tables; please do take the time to look at these and draw them to the attention of those at your meeting.

We charge (£50 for half-day, £100 for full day) for the room, which includes tea, coffee, biscuits and access to AV equipment. We also charge for any lunch you may order, which can be sandwiches and fruit, or just sandwiches. Please note that we have to add VAT to the catering charge. This is now 20%.

If you need more tea, coffee etc. please come and ask for assistance. After your meeting please clear the table, moving crockery, glassware and cutlery etc. to the counter at the end of the room. We will load and start the dishwasher.

We have the following AV facilities in the Boardroom: fixed projector and screen; tele-conferencing unit. Please note, we do not provide laptops. We provide instructions for any equipment you have requested but do ask for extra help if you need it. We also have wireless internet access; just ask us for the code on arrival. Please note that our projector cannot be used with a Mac.

If you wish to make some photocopies you are welcome to use our machine, at a cost of 10p per A4 copy, which we will add to your group's invoice.

And finally ... Please do not ask BSH staff to print or photocopy documents, or receive or send emails and faxes for you, or book taxis etc. We provide as professional and friendly a service as possible, but this is a very small office!

With many thanks for your co-operation

Katy Amberley
CEO