



Bristol & Bath
Science Park

Meeting & Conference Room Information Pack

Spaces to think, act and inspire



meetings@bbbsp.co.uk

OUR MEETING ROOMS & SPACES

Our meeting rooms are all located on the Ground Floor for easy access and are available to hire Monday to Friday from early morning to evening. Our Forum area is available to hire for breakfast or evening networking events only.

MEETING ROOM 1

Room Dimensions 6 m long x 6 m wide

Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

16 people in Standard Boardroom Layout

12 people in U-Shaped Layout

20 people in Theatre Style Layout

15 people in Classroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 2

Speakers

PC running Office 2010, which includes Powerpoint, Word and Excel

Ceiling Mounted Drop Down Projector

Ceiling Mounted Drop Down Screen



Hire Periods Available

Half Day Rate, Full Day Rate

MEETING ROOM 2

Room Dimensions 6 m long x 2.9 m wide

Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

10 people in Standard Boardroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Speakers

PC running Office 2010, which includes Powerpoint, Word and Excel



Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate

MEETING ROOM 3

Room Dimensions 6 m long x 2.8 m wide
Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:
10 people in Standard Boardroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen
Wired Internet Connection
VGA & HDMI Lead
Flipchart x 1
Speakers
PC running Office 2010, which includes Powerpoint, Word and Excel



Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate

MEETING ROOM 1 & 2 (COMBINED)

Room Dimensions 6 m long x 8.9 m wide
Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:
22 people in Standard Boardroom Layout
16 people in U-Shaped Layout
24-30 people in Square Cabaret Layout
40 people in Theatre Style Layout
20 people in Classroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen x 2 (these can be linked)
Wired Internet Connection
VGA & HDMI Lead
Flipchart x 3
Speakers
PC running Office 2010, which includes Powerpoint, Word and Excel
Ceiling Mounted Drop Down Projector
Ceiling Mounted Drop Down Screen



Hire Periods Available

Half Day Rate, Full Day Rate

MEETING ROOM 2 & 3 (COMBINED)

Room Dimensions 6 m long x 5.7 m wide
Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

16 people in Standard Boardroom Layout
12 people in U-Shaped Layout
35 people in Theatre Style Layout
20 people in Classroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen x 2 (these can be linked)
Wired Internet Connection
VGA & HDMI Lead
Flipchart x 2
Speakers
PC running Office 2010, which includes Powerpoint, Word and Excel



Hire Periods Available

Half Day Rate, Full Day Rate

MEETING ROOM 1, 2 & 3 (COMBINED)

Room Dimensions 6 m long x 11.7 m wide
Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

35 people in Standard Boardroom Layout
30 people in U-Shaped Layout
30-40 people in Square Cabaret Layout
60 people in Theatre Style Layout
40 people in Classroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen x 3 (these can be linked)
Wired Internet Connection
VGA & HDMI Lead
Flipchart x 4
Speakers
PC running Office 2010, which includes Powerpoint, Word and Excel
Ceiling Mounted Drop Down Projector
Ceiling Mounted Drop Down Screen



Hire Periods Available

Half Day Rate, Full Day Rate

MEETING ROOM 4

Room Dimensions 6 m long x 2.9 m wide

Door Dimensions 2.54 m high x 0.92 m wide

Available Layouts & Maximum Capacities:

10 people in Standard Boardroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Speakers

PC running Office 2010, which includes Powerpoint, Word and Excel

IP Video Conferencing (additional charge of £10 plus VAT per hour for use)



Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate

MEETING ROOM 5

Room Dimensions 3.2 m long x 3.2 m wide

Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

6 people in Round Table Layout

Equipment in Room:

Wall Mounted 46" LCD Screen

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate



MEETING ROOM 6

Room Dimensions 3.2 m long x 3.2 m wide

Door Dimensions 2.6 m high x 0.88 m wide

Available Layouts & Maximum Capacities:

6 people in Round Table Layout

Equipment in Room:

Wall Mounted 46" LCD Screen

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate



MEETING ROOM 7

Room Dimensions 4.5 m long x 3.2 m wide

Door Dimensions 2.54 m high x 0.92 m wide

Available Layouts & Maximum Capacities:

8 people in Standard Boardroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen x 2

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Speakers

PC running Office 2010, which includes Powerpoint, Word and Excel

IP Video Conferencing (additional charge of £10 plus VAT per hour for use)



Hire Periods Available

Half Day Rate, Full Day Rate, Hourly Rate

MEETING ROOM 8

Room Dimensions 6 m long x 4.5 m wide

Door Dimensions 2.54 m high x 0.92 m wide

Available Layouts & Maximum Capacities:

14 people in Standard Boardroom Layout

Equipment in Room:

Wall Mounted 52" LCD Screen x 2

Wired Internet Connection

VGA & HDMI Lead

Flipchart x 1

Speakers

PC running Office 2010, which includes Powerpoint, Word and Excel

IP Video Conferencing (additional charge of £10 plus VAT per hour for use)



Hire Periods Available

Half Day Rate, Full Day Rate

FORUM

Maximum Capacity

140 Seated (please note we do not allow the furniture in the Forum to be moved)
300 standing for networking

Equipment in Area:

Ceiling Mounted Drop Down Projector (rear projection)
Ceiling Mounted Drop Down Projector Screen
VGA & HDMI Lead
Speakers
Microphones (2 x Handheld/Roaming mics, 3 x Lapel Mics, 2 x Table mics)



The Forum area is open to the public from 8 a.m. – 4:30 p.m. You may wish to use this area for breakout sessions from your meeting during the day, which you are welcome to do..

FREQUENTLY ASKED QUESTIONS

How much do you charge for using the AV facilities?

There is no additional charge for the use of the standard AV Facilities, internet or the flipchart in each room (we do charge £10 plus VAT per hour if you need to use the Video Conferencing Equipment and any additional Flipcharts are charged at £5 plus VAT per flipchart).

Is there WiFi in the Meeting Rooms?

We have a dedicated WiFi Network for our Conference & Meeting Room clients – the password can be obtained from Reception.

Can I e-mail you my presentation in advance?

We are happy to pre-load any presentations in those rooms that have an in-room PC (please send the file one working day prior to the meeting date). Alternatively you can bring the presentation on a CD/DVD or USB stick to load onto the PC on the day. You can also connect your own laptop to the screen (and projector in the Forum & Meeting Room 1) via the supplied VGA/HDMI Lead (please note we do not supply adaptors if your laptop needs it to connect to these leads).

How do I connect my laptop to your AV system?

We use an intuitive touch panel interface system to connect the laptop to the AV system; if you need any assistance using this Reception will be happy to assist.

What Video Conferencing System do you have installed?

We have a Polycom HDX System for IP video conferencing only (please note the system will not support SIP or ISDN dialling). We advise clients to try a test call prior to the meeting date, please contact the Meeting Team to arrange this.

Can I bring my own food & drink for the meeting?

Externally purchased food may not be brought on to the premises for consumption in the Meeting Rooms or Conference spaces; however our on-site caterers, Friska, offer a delicious selection of catering that can be pre-ordered for your meeting. Alternatively you can buy directly from their on-site café on the day (open from 8 a.m. – 4 p.m.) and charge it back to your room (for large meetings we recommend pre-ordering). Wines, spirits or other beverages are not permitted to be brought onto the premises for consumption unless prior written consent has been given by us, in which case a 'corkage' charge of £1 plus VAT per person will be made.

Can I move the furniture in the meeting rooms?

We will set up in advance the meeting room for you in the layout you specify during your booking. Meeting Rooms 1, 2 & 3 are the only rooms with the flexibility to change the layout; the furniture in the other Meeting Rooms and the Forum is not permitted to be moved.

How do I pay?

You will be invoiced by the Homes & Communities Agency (HCA) after your meeting has taken place (this will include any catering ordered or business services). Our payment terms are 14 days from invoice date. Payment can be made via BACS, Cheque or Cash.

Do you offer discount?

We offer a staged block booking discount as follows:

3-5 rooms/days booked at once – 15% discount

6-9 rooms/days booked at once – 20% discount

10+ rooms/days booked at once – 25% discount

(please note that Meeting Rooms 1 & 2 combined, Meeting Rooms 2 & 3 combined or Meeting Rooms 1, 2 & 3 combined count as one room). If you subsequently cancel any of these dates/rooms and the total falls below the discount threshold then the relevant lower discount will instead be applied to the remaining bookings.

Do you offer Business Services?

Reception can assist with any extra you have, the cost will be added to the final invoice – the services offered are as follows:

Printing & Photocopying	A4 Black & White – 10p plus VAT per sheet A4 Colour – 50p plus VAT per sheet A3 Black & White – 15p plus VAT per sheet A3 Colour - £1.50 plus VAT per sheet
Scanning	£1 plus VAT per sheet
Laminating	£1 plus VAT per sheet

If you need to make a call whilst you are in your meeting we have a wireless hands-free conference handset that can be used; we don't charge for the use of the handset but the cost of the call(s) will be added to your final invoice.

Can I reserve the room whilst I make a decision?

We are happy to reserve rooms for up to two weeks whilst you make a decision; if we receive any enquiries for the same date before hearing from you we will always give you first refusal prior to responding.

What are your Cancellation Terms?

If you need to cancel the event/booking, cancellation charges may apply. Cancellations must be confirmed in writing. The notice period becomes effective on receipt of such written confirmation. Cancellations are charged at the percentage of the booking fee as follows:

Notice period before first day of hire	% of value of total booking
2 weeks	25%
1 week	50%
48 hours	100%

For events of 5 days or more/5 rooms or more, the charges are as follows:

Notice period before first day of hire	% of value of total booking
6-8 weeks	25%
2-6 weeks	50%
0-2 weeks	100%

A full copy of our Terms & Conditions can be found at the end of this Information Pack.

I've never booked with you before, how do I book a Meeting Room?

Once you have decided you wish to book a meeting room we will need to set you up on our client system and to do this we will need the following information e-mailed to meetings@bbps.co.uk :

Company Name, Address & Telephone number

Contact Name, Job title, E-mail address & direct telephone number (if applicable)

Company Website

Invoice details (if different from those above)

Invoice email address

Once we have this information we can generate a booking confirmation for you to sign and return to us in order to secure the booking. We support the environment so would prefer this to be a scanned copy wherever possible.

Can I access the room to set things up before the meeting starts?

We can arrange for you to access the room in advance of your meeting (subject to room availability), just let us know when you make the booking.

Can I arrange for items/equipment for our meeting to be delivered to the Science Park?

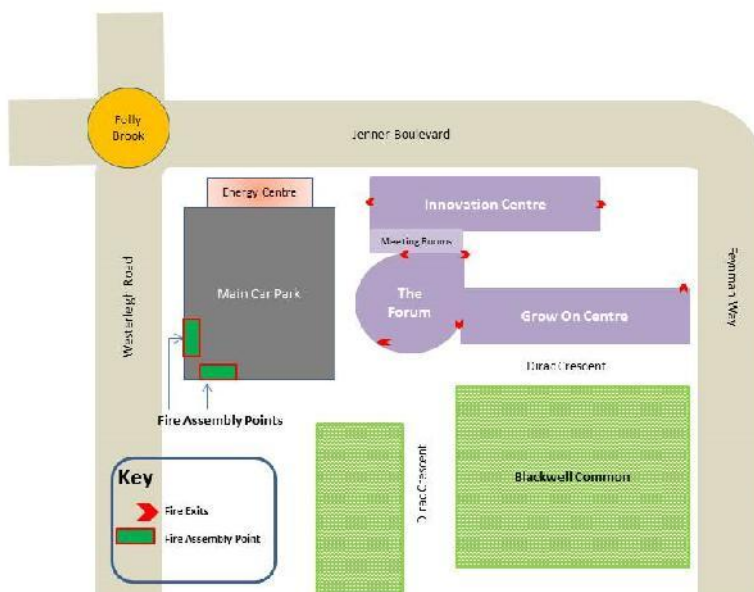
We are happy to take receipt of items for your meeting; however we ask that you contact us in advance to make these arrangements as otherwise we may refuse delivery and these should only be delivered a maximum of 24 working hours prior to your event as we have limited space for storage (please note we do not accept deliveries on a weekend).

Fire Safety

To ensure the safety of your delegates, please ensure that all your delegates sign in at Reception upon arrival at the Science Park and also sign out when they leave. If you are operating your own Sign-In Sheet please make sure that you give us a copy of the list prior to the start of your meeting

The Fire Alarm in the Main Building is a continuous ringing siren; the system is tested weekly on a Wednesday at 10 a.m. If the alarm sounds for longer than 10 seconds or at any other time please evacuate using the procedure below.

- Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings.
- Follow the evacuation arrows (green 'running man' signs) to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route; therefore it is important that you follow the signs.



- Upon leaving the building make your way to the designated Fire Assembly Point located at the far side of the main car park. If you are located on the upper floors, please do not use the lifts to descend.
- Remain at the Assembly Point until given instruction to do otherwise.
- Do not, under any circumstances re-enter the building until given authority to do so.

IF YOU DISCOVER A FIRE

- Raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle a fire unless it is safe to do so

Shower Room & Drying Facilities

If you or any of your delegates wish to cycle, run or walk to the Science Park we have a shower room (including hair dryer) & drying facilities, which you are welcome to use at no additional charge. Please ask at Reception upon arrival for directions.

Toilets

There is a small set of toilets (including a disabled toilet) located near to the Meeting Rooms on the Ground Floor. The main Ladies Toilets (and another Disabled Toilet) are on the far side of the Forum and the main Gents Toilets (and another Disabled Toilet) are located immediately above these on the 1st Floor.



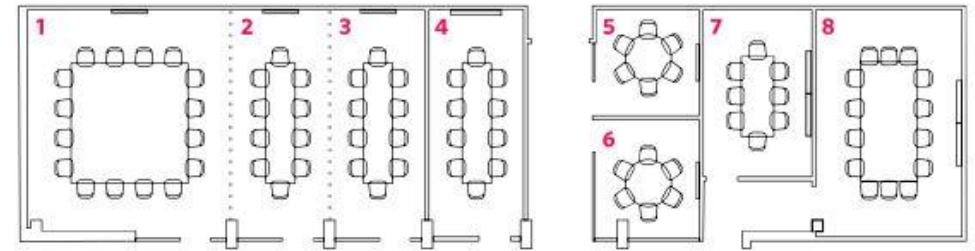
Bristol & Bath
Science Park

MEETING & CONFERENCE TARIFF

Space to think, act and inspire

When people and ideas come together, great things can happen. Our meeting spaces are designed to facilitate this, with state-of-the-art AV as standard – and delicious food too.

With our suite of meeting rooms, as well as The Forum, we are just the right place for your board meeting, seminar, product launch, training session, team briefing, investor presentation or High Definition Videoconference.; everything is here – just plug in and go.



Room(s)	Capacity				Standard Hourly Rate	Standard Half Day Rate	Standard Full Day Rate
	BoardRoom	U-Shaped	Theatre	Classroom / Square Cabaret	Ex VAT	Ex VAT	Ex VAT
1	16	12	20	15	n/a	£200	£350
1 & 2	24	16	40	20	n/a	£260	£450
2 & 3	16	12	35	20	n/a	£230	£405
1, 2 & 3	35	30	60	40	n/a	£290	£495
4	10	n/a	n/a	n/a	£58	£160	£260
5	6	n/a	n/a	n/a	£42	£110	£170
6	6	n/a	n/a	n/a	£42	£110	£170
7	8	n/a	n/a	n/a	£55	£130	£210
8	14	n/a	n/a	n/a	n/a	£190	£335

Bristol & Bath Science Park
Dirac Crescent
Emersons Green
Bristol
BS16 7FR
T: 0117 370 7700
www.bbbsp.co.uk



Like other leading companies in the region, we are working with North Bristol Sus Com to help reduce travel in single cars and promote and encourage sustainable transport.

If you do need to drive to us please consider car sharing – if you are looking for someone to share with try www.travelwest.liftshare.com

Driving Directions

From M4 London: exit J18

At roundabout take third exit A46(N) sign posted Westonbirt Arboretum. After 200 metres take the first left onto B4465. Stay on B4465 for approximately 5.5 miles through one set of traffic lights (signposted Mangotsfield/Emersons Green) until you reach a roundabout (The Folly Pub will be on your right). Take the first exit onto Jenner Boulevard, which is the main entrance of the Science Park

From M4 Wales: exit J19, join M32 and exit at J1

From Bristol: exit M32 at J1

Follow A4174 East (signposted Kingswood/Yate)

Staying on the A4174 go through one set of traffic lights and cross two roundabouts, at the third roundabout (Lyde Green) take the first exit (Westerleigh Road). At the next roundabout take the third exit into the entrance of the Science Park (Jenner Boulevard).

From Bath/Keynsham

Join the A4174 Ring Road signposted towards the M32. As you approach Emersons Green you will pass a Sainsbury's Retail Centre on your left. At the next roundabout (Lyde Green – with Premier Inn & Beefeater on your left) take the third exit onto Westerleigh Road. At the next roundabout take the third exit into the entrance of the Science Park (Jenner Boulevard).

Upon Entering the Park

Follow Jenner Boulevard, at the first set of traffic lights turn right, the Science Park buildings will be on your right the whole time. Almost immediately after a 20 mph speed limit sign there is a turning on the right, sign posted Dirac Crescent, which looks like a paved area but is the entrance into the car park. The main entrance to the building is on the curve of the building through two sets of doors. Please report to the Reception Desk upon arrival, which is located on the left immediately after the second set of doors.

Sat Nav

If you have difficulty finding our actual postcode & address on a Sat Nav. Try using the postcode BS16 7AJ and it will direct you more or less to the site entrance



Sustainable Travel Options



By Train

The national rail network is accessed from Bristol Parkway Station, 4 miles away. Please note that there are two stations in Bristol: Bristol Parkway and Bristol Temple Meads. To plan your journey visit: www.travelwest.info/rail. From here you can pick up the X18 bus service direct to the Science Park or hire a Brompton Bike and cycle here along the Ring Road Cycle Path, to map your route visit: www.travelwest.info/journeyplanner



By Bus

The X48 service is an express service from the Centre of Bristol directly to the Science Park via M32. For further information regarding the route visit: www.firstgroup.com/ukbus/bristol_bath/journey_planning

The X18 is an express bus service linking Emersons Green to Aztec West via UWE, MOD, Parkway Station, the North Fringe and Filton. The route combines the current service 18 as part of a range of improvements from First and South Gloucestershire Council delivering more frequent services for commuters and better connections with other routes.

Alternatively you can take the First Bus Number 48 route from Bristol City Centre.

Request the driver to stop at the Meadgate stop on Emerson Way in Emersons Green. Once off the bus, make your way along Emerson Way to the petrol station located on the roundabout. Make your way along the pavement towards Emersons Green Beefeater and Premier Inn located on Lyde Green Roundabout. Follow the pavement round the bend and you will see a light controlled pedestrian crossing (the roundabout will now be on your left). Cross over both sides of the road and follow the pavement once again around to the right and up the road. You will see an open area of land to your left – keep this on your left hand side and you will come to the top of Dirac Crescent, which is located just before the bus shelters. This is the Science Park. You will see The Forum at the bottom of Dirac Crescent.

To see available routes, visit: www.firstgroup.com/ukbus/bristol_bath/journey_planning

For those of you who regularly use the bus services or for anyone contemplating taking the bus on a regular basis, Bristol & Bath Science Park has now signed up to the First Corporate Travel Scheme. This scheme offers a 10% discount on a range of monthly & yearly tickets. For more information go to: www.firstgroup.com/CTSBristol or call the dedicated hotline on 0844 854 2569 to purchase your ticket. Make sure you tell them you work at the Bristol & Bath Science Park



By Bike

We are all set up for bikes. As well as the two electric bikes and two Brompton bikes available to tenants and occupants, there is covered cycle parking and visitor cycle parking on-site as well as shower and drying facilities. Located on the Avon Cycle Way there are links for cyclists from all over South Gloucestershire as well as from Bristol via the Bristol to Bath cycle path. To map your route visit: www.travelwest.info/cycle



On Foot

Bristol & Bath Railway Path is a well maintained 13 mile off road route between the cities of Bristol and Bath. Ideal for travel on foot or by bike, the path is open to walkers and cyclists and is accessible for disabled users. Not only a picturesque commuter route, the path is also an important wildlife corridor. There are also footpaths around and through the Science Park, enabling you to get around the local neighbourhood or take a walk to clear your head. For direction and inspiration visit: www.travelwest.info/walk



Go Electric

We are a Co-Wheels site (www.co-wheels.org.uk) and have three standard charge points as well as a Rapid Charge Point located in the main car park. Use of the charge points can be booked via Source West (www.sourcewest.info/driver-signup). There is a booking system for cars, which can be accessed by joining Co-Wheels. For other charge points locally either visit Zap-Map Live (www.zap-map.com/live) or Source West (www.sourcewest.info/charge-point-map).

To learn more about sustainable travel options please visit:

www.travelwest.info

www.northbristolsuscom.org/



Bristol & Bath

Science Park

LOCAL HOTELS

We don't have any current arrangements with hotels in the area, however we have listed below the contact details for the nearest hotels including the distance from the Science Park should you or any of your delegates need to stay in the area the night before or on the day of your meeting

Premier Inn – Bristol East

200-202 Westerleigh Road, Emersons Green, Bristol, BS16 7AN –
0871 527 8162
0.5 miles – 2 mins

Holiday Inn – Bristol Filton

Filton Road, Filton, Bristol, BS16 1QX – 0871 942 9014
3.4 miles – 9 mins

Holiday Inn Express – Bristol North

New Way, Bristol Parkway Business Park, Bristol, BS34 8SJ – 0117
317 2700
4.5 miles – 12 mins

Mercure Bristol North

The Grange, Old Gloucester, Northwoods, Winterbourne, BS36 1RP
– 0844 815 9063
5 miles – 14 mins

Hilton Bristol

Woodlands Lane, Bradley Stoke, Bristol, BS32 4JF – 01454 201144
7.7 miles – 15 mins

Aztec Hotel & Spa

Aztec West, Almondsbury, Bristol, BS32 4TS – 01454 201090
7.7 miles – 15 mins



TERMS AND CONDITIONS FOR USE OF FACILITIES

Thank you for choosing Bristol & Bath Science Park ("BBSP"). Your attention is drawn specifically to our cancellations policy at Clause 7.

1. Definitions
In these terms and conditions, unless the context requires otherwise, the following expressions shall have the following meanings: -
 - "Agreement" The hiring agreement plus these terms and conditions
 - "Facilities" Room hire, catering and equipment hire provided by "BBSP"
 - "Hirer" The person/s and/or Company placing the bookings
 - "Room/s" The rooms at the Venue included in the booking
 - "Venue" The location including rooms and facilities included in the booking made with the Hirer
 - "BBSP" Bristol & Bath Science Park
2. Bookings
 - 2.1 Your booking constitutes a formal agreement to hire a BBSP Venue on these terms and conditions
 - 2.2 The agreement for hire is between the Hirer and BBSP
 - 2.3 The Hirer (if more than one person) shall be jointly and severally liable in respect of this agreement.
 - 2.4 The Hirer must comply with the provisions of general law and bylaws together with the any rules or regulations of BBSP
 - 2.5 The Hirer must full and fairly represent the purpose for which the Venue is required. Any misrepresentation may result in cancellation of the event at any time by BBSP. Under no circumstances may the Hirer sub-let or further offer for hire any part of the venue which has been booked.
 - 2.6 A provisional booking can be made without any obligation to the Hirer. For existing clients, no deposit is required when making a booking. However, bookings will not be finalised until the Hirer returns a signed copy of the booking confirmation including these terms and conditions as issued to the Hirer by BBSP. All confirmation from the Hirer must be received by BBSP by return.
3. Payment
 - 3.1 BBSP reserves the right to require payment by way of deposit for all or part of the Room/Catering charge in advance of the event.
In the event that the Hirer does not pay the required deposit by the due date, BBSP may treat the booking as having been cancelled by the Hirer.
 - 3.2 All accounts will be invoiced twice monthly by the HCA (Homes & Communities Agency) with immediate payment due
 - 3.3 All prices quoted are exclusive of VAT to be charged in respect of the hire of all Facilities and Services, including Room Hire, Catering and Equipment Hire provided by BBSP
4. Venues
 - 4.1 BBSP reserves the right to substitute an alternate venue of similar size and quality to the one originally booked in the event that the original is unavailable.
 - 4.2 BBSP reserves the right to accommodate other events or groups in Rooms not included in the booking made with the Hirer.
 - 4.3 BBSP reserves the right to change Rooms but will endeavour to contact the Hirer before doing so. All reasonable efforts will be made to ensure that any Room will be as suitable as the original.
 - 4.4 BBSP requires advance warning of any photography, filming or unusual activities taking place at the Venue (e.g. drumming, musical instruments, singing, dancing, painting, cooking etc.) to allow for appropriate authorisation and planning. BBSP reserves the right to refuse such activities from taking place should they be deemed to interfere with other Hirers.
 - 4.5 No furniture may be moved in the Rooms or Forum without the permission of BBSP.
 - 4.6 In the event of later payment BBSP will claim statutory compensation and charge interest on a daily basis from the date payment was due in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. For the avoidance of doubt, BBSP also reserve the right to cancel any future bookings made by you (irrespective of whether you have paid any applicable deposit(s)) if any payment is overdue.
 - 4.7 The Hirer shall not hold itself out to be connected to BBSP, nor, without the prior permission of BBSP, use the BBSP name or logos on any promotional or other materials.
5. Duration
 - 5.1 The Hirer must adhere to the session times as agreed with BBSP. However, if the event extends past the agreed time, or starts before the agreed time, subject to obtaining BBSP consent, the event may be subject to a surcharge of pro-rata hourly rate per Room.
 - 5.2 Should the Hirer want to continue past 1800 hours, BBSP is entitled to adjust charges accordingly and not adhere to those quoted in company material. Prior notice of any additional surcharges will be given.
6. Delegate Numbers
 - 6.1 The Hirer must ensure that the room capacity as specified by BBSP is not exceeded
 - 6.2 Should the number of delegates attending the event be more than that which was agreed with the Hirer upon confirmation, BBSP is entitled to either charge for a larger room if the room capacity is exceeded or cancel the booking at the cost of the Hirer according to Cancellation Policy in Clause 7

7. Cancellations

7.1 If you need to cancel the event, cancellation charges will apply. Cancellations must be confirmed in writing. The notice period becomes effective on receipt of such written confirmation. Cancellations are charged at a percentage of the booking fee as follows:

Notice Period Before First Day of Hire	% of Value of Total Booking
2 Weeks	25%
1 Week	50%
48 Hours	100%

7.2 Cancellation charge for events of 5 days and/or 5 Rooms or more:

Notice Period Before First Day of Hire	% of Value of Total Booking
6-8 Weeks	25%
2-6 Weeks	50%
0-2 Weeks	100%

7.3 Evening Events

BBSP reserves the right to charge 30% deposit on confirmation of booking. Should the booking cancel within 10 days of the event, full charges will apply

8. Limitation & Exclusion

- 8.1 To the extent that is permitted by law, BBSP shall be under no liability to the Hirer for any damages or losses, direct or indirect arising out of the Hirer's use of the Venue. The Hirer must be responsible for arranging any insurance to cover such risks.
- 8.2 Nothing in these terms and conditions shall be interpreted as excluding or restricting any legal liability of BBSP for death or personal injury resulting from the negligence of BBSP, its employees or agents or contractors.
- 8.3 In the event that any exclusion of liability under this Agreement shall be held to be invalid for any reason and BBSP becomes liable for loss or damage that it may otherwise have been lawful to limit, such liability shall be limited to no more than the amount already paid for that booking to BBSP by the Hirer.
- 8.4 BBSP shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction, act of god or any other reason outside BBSP's control which may cause the Venue to be temporarily closed of the event interrupted

9. Health & Safety Issues

- 9.1 The Hirer must follow instructions from any member of BBSP staff who will assume full control and responsibility for procedures such as, where appropriate, evacuation in the event of a fire or any other security or health and safety matters.
- 9.2 The Hirer is responsible for ensuring that all delegates have signed in at Reception upon arrival and out upon departure.
- 9.3 Whilst all reasonable efforts will be made to ensure BBSP venues are safe and secure, BBSP does not accept any liability for any theft, loss or damage to the Hirer's and delegates' property.
- 9.4 The Hirer will not affix any logo, notice, emblem or other item to any part of the Venue other than with the prior permission of BBSP. No affixing materials are to be used in any Venue nor displays erected unless BBSP's prior agreement has been obtained.

10. Behaviour

The Hirer will be responsible for keeping proper order and for ensuring that all delegates attending the event will behave in a seemly manner and comply with any instructions they may receive from any staff member of BBSP

11. Food & Drink

Externally purchased food may not be brought onto the premises for consumption. Other than that supplied by Friska – BBSP on-site caterers, wines, spirits or other beverages are not permitted to be brought onto the premises for consumption unless prior written consent has been given by BBSP in which case a "corkage" charge will be made.

12. Notices

Any notice required under these terms and conditions shall be deemed to have been given if delivered by hand or sent by prepaid first class post, fax or e-mail (followed by notice in post) to the party concerned at the last known address, and deemed to have been received on the day of despatch if sent by hand, fax or e-mail, and on the third day after posting if sent by post.

13. Third Party Rights

It is the intention of the parties that no term of this Agreement may be enforced by any person who is not a party to this Agreement ("Third Party"), notwithstanding that any such term of this Agreement may purport to confer, or may be construed as conferring, any benefit on such Third Party and irrespective of whether such Third Party is identified in this Agreement. The Contracts (Right of Third Parties) Act 1999 shall not apply to any provisions of this Agreement.

14. Interpretation & Governing Law

Headings are included in these terms and conditions for convenience and identification only, and are not to be taken to limit the meaning of any part of these terms and conditions. If any provision, or part of a provision of the Agreement should be held unenforceable in conflict with the law, in any part so held unenforceable or invalid shall be severed from the remainder of the Agreement which shall not be affected by such severance.

The Agreement represents the entire agreement between BBSP and the Hirer

The Agreement shall be governed by and construed in accordance with English Law and any claim or dispute shall be submitted to the English court.