



**Bristol & Bath**  
Science Park

# Meeting & Conference Room Information Pack

Spaces to think, act and inspire



[meetings@bbbsp.co.uk](mailto: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 75" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Wired HDMI connection  
Wall Mounted Glass Whiteboard  
Flipchart x 2  
Ceiling Mounted Speakers  
Ceiling Mounted Drop-Down Projector  
Ceiling Mounted Drop-Down Screen

**Hire Periods Available:** Half Day, Full Day

### 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 65" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Wired HDMI connection  
Flipchart x 1  
Ceiling Mounted Speakers

**Hire Periods Available:** Half Day, Full Day, Hourly

### MEETING ROOM 3

**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 65" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Wired HDMI connection  
Flipchart x 1  
Ceiling Mounted Speakers

**Hire Periods Available:** Half Day, Full Day, Hourly

### 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

As per combined equipment for each separate room

**Hire Periods Available:** Half Day, Full Day

### 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

As per combined equipment for each separate room

**Hire Periods Available:** Half Day, Full Day

## 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 20 people in Classroom Layout

### Equipment in Room

As per combined equipment for each separate room

**Hire Periods Available:** Half Day, Full Day

## 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 65" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Hardwired HDMI connection  
BOSE Videobar USB Conferencing System  
Flipchart x 2  
Wall mounted Glass Whiteboard

**Hire Periods Available:** Half Day, Full Day, Hourly

## 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 50" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Hardwired HDMI connection  
BOSE Videobar USB Conferencing System  
Flipchart x 1  
Wall mounted Glass Whiteboard

**Hire Periods Available:** Half Day, Full Day, Hourly

## 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 50" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Hardwired HDMI connection  
BOSE Videobar USB Conferencing System  
Flipchart x 1  
Wall mounted Glass Whiteboard

**Hire Periods Available:** Half Day, Full Day, Hourly

## 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 55" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Hardwired HDMI connection  
BOSE Videobar USB Conferencing System  
Flipchart x 1  
Wall mounted Glass Whiteboard

**Hire Periods Available:** Half Day, Full Day, Hourly

## 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 65" Display  
Wired Internet Connection  
Barco Clickshare Wireless Conferencing System  
Hardwired HDMI connection  
BOSE Videobar USB Conferencing System  
Flipchart x 2  
Wall mounted Glass Whiteboard

**Hire Periods Available:** Half Day, Full Day

## THE FORUM

### Available Layouts & Maximum Capacities

140 Seated (please note we do not allow the furniture in the Forum to be moved without prior permission)

300 standing for networking

### Equipment in Room

Ceiling Mounted Drop-Down Projector (rear projection)

Ceiling Mounted Drop-Down Projector Screen

Barco Clickshare Wireless Conferencing System

Wired HDMI connection

Wall mounted Speakers

Microphones (2 x Handheld, 2 lapel and one microphone cube)

### **Hire Periods Available:**

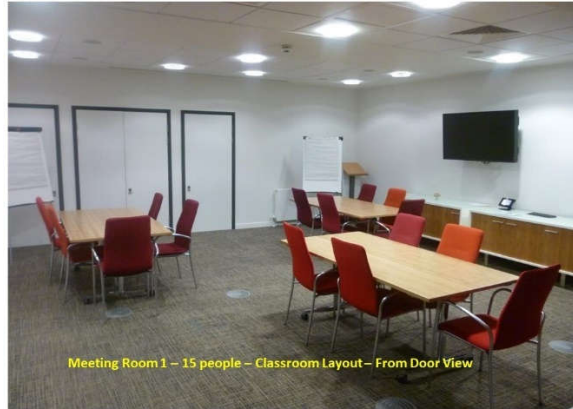
The Forum area is open to the public from 8 a.m. to 4:30 p.m. but is available to hire for Breakfast or Evening events.

You may wish to use this area for breakout sessions from your meeting during the day, which you are welcome to do

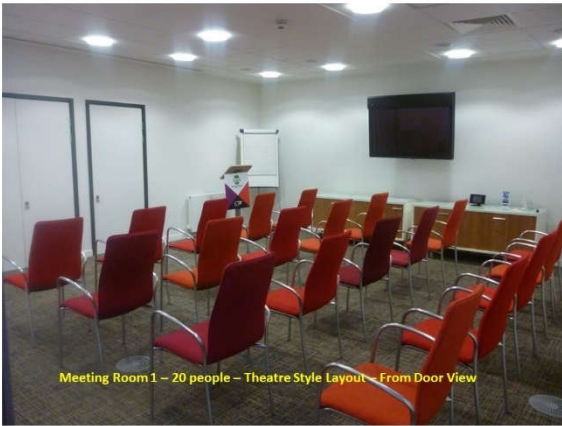
# MEETING ROOM PHOTOS



Meeting Room 1 - 16 people - Standard Boardroom Layout - From Door View



Meeting Room 1 - 15 people - Classroom Layout - From Door View



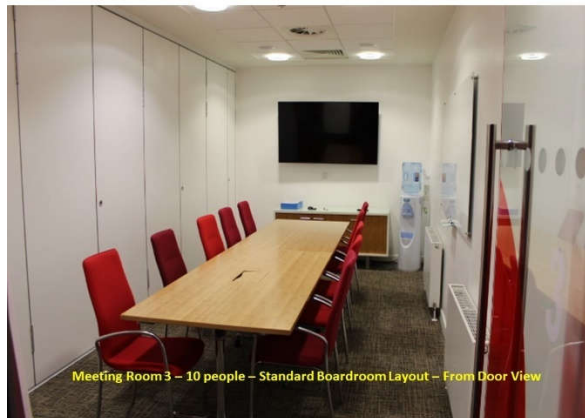
Meeting Room 1 - 20 people - Theatre Style Layout - From Door View



Meeting Room 1 - 12 people - U-Shaped Layout - From Door View



Meeting Room 2 - 10 people - Standard Boardroom Layout - From Door View



Meeting Room 3 - 10 people - Standard Boardroom Layout - From Door View



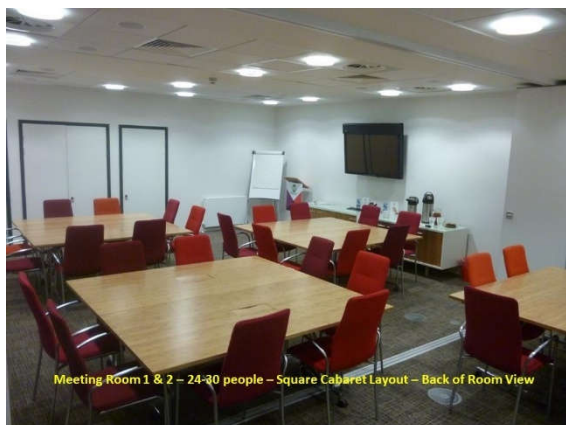
Meeting Room 1 & 2 - 22 people - Standard Boardroom Layout - From Door View



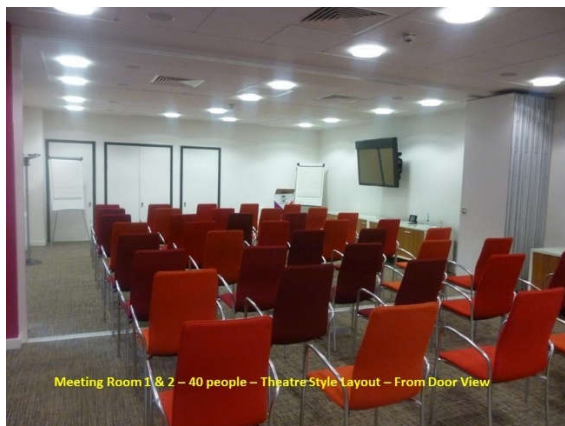
Meeting Room 1 & 2 - 20 people - Classroom Layout - From Door View



# MEETING ROOM PHOTOS



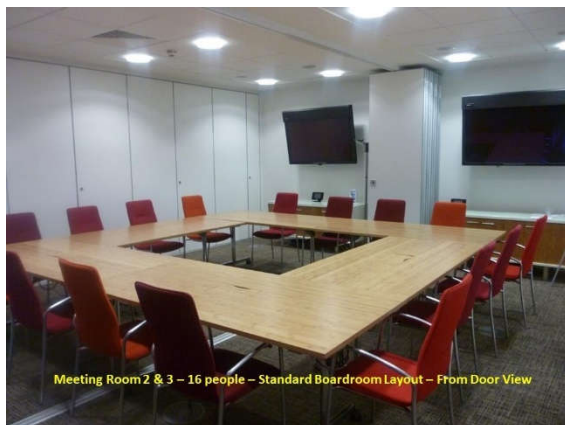
Meeting Room 1 & 2 - 24-30 people - Square Cabaret Layout - Back of Room View



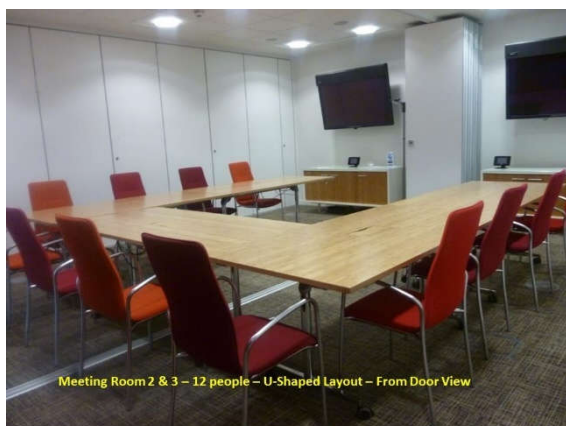
Meeting Room 1 & 2 - 40 people - Theatre Style Layout - From Door View



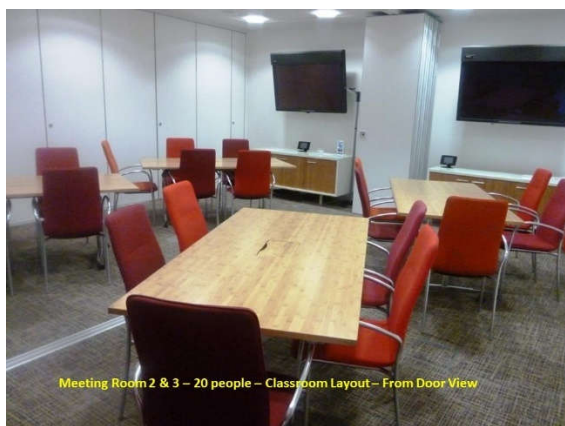
Meeting Room 1 & 2 - 16 people - U-Shaped Layout - From Door View



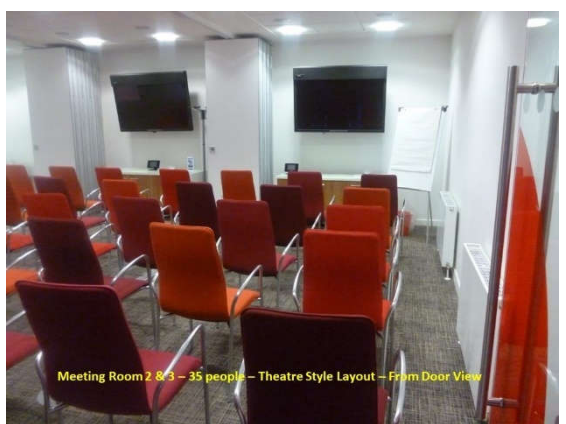
Meeting Room 2 & 3 - 16 people - Standard Boardroom Layout - From Door View



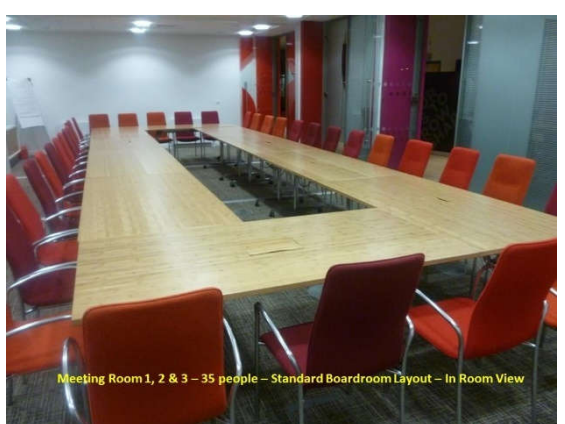
Meeting Room 2 & 3 - 12 people - U-Shaped Layout - From Door View



Meeting Room 2 & 3 - 20 people - Classroom Layout - From Door View

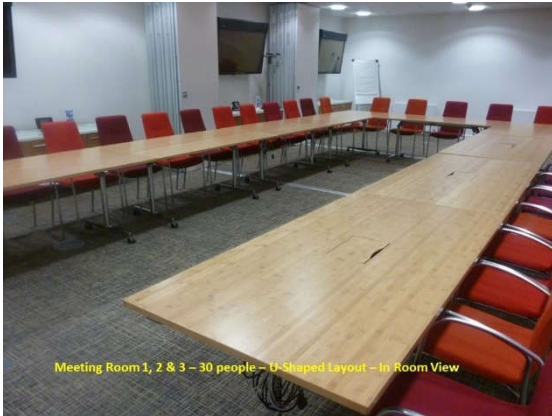


Meeting Room 2 & 3 - 35 people - Theatre Style Layout - From Door View



Meeting Room 1, 2 & 3 - 35 people - Standard Boardroom Layout - In Room View

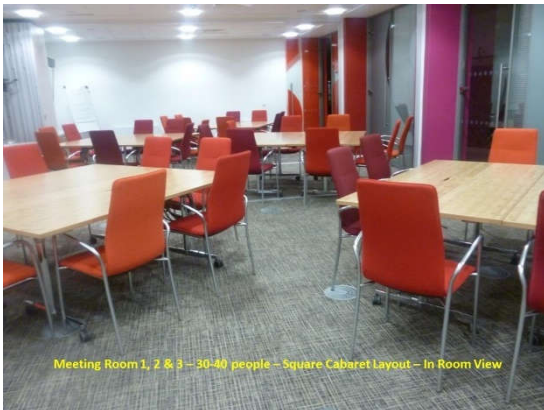
# MEETING ROOM PHOTOS



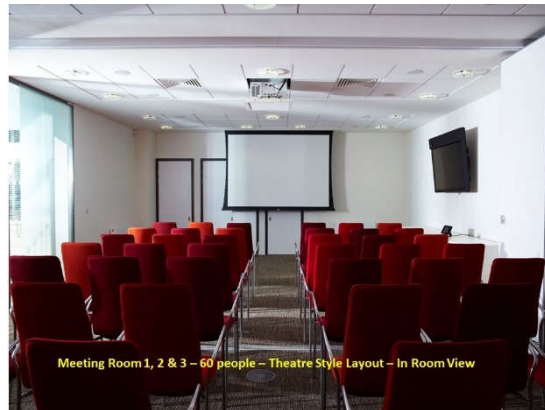
Meeting Room 1, 2 & 3 - 30 people - D-Shaped Layout - In Room View



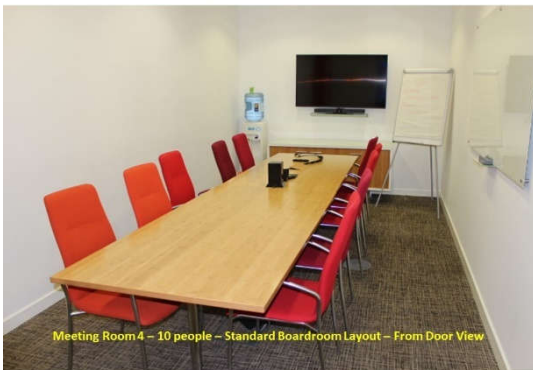
Meeting Room 1, 2 & 3 - 40 people - Classroom Layout - In Room View



Meeting Room 1, 2 & 3 - 30-40 people - Square Cabaret Layout - In Room View



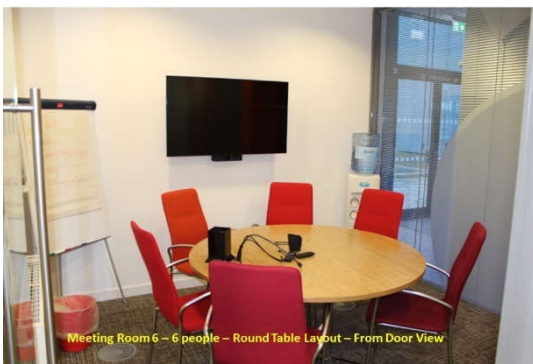
Meeting Room 1, 2 & 3 - 60 people - Theatre Style Layout - In Room View



Meeting Room 4 - 10 people - Standard Boardroom Layout - From Door View



Meeting Room 5 - 6 people - Round Table Layout - From Door View



Meeting Room 6 - 6 people - Round Table Layout - From Door View

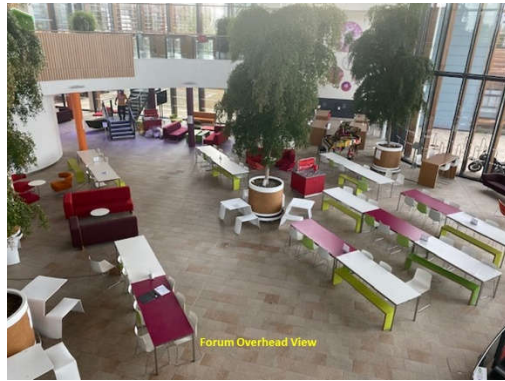


Meeting Room 7 - 8 people - Standard Boardroom Layout - From Door View

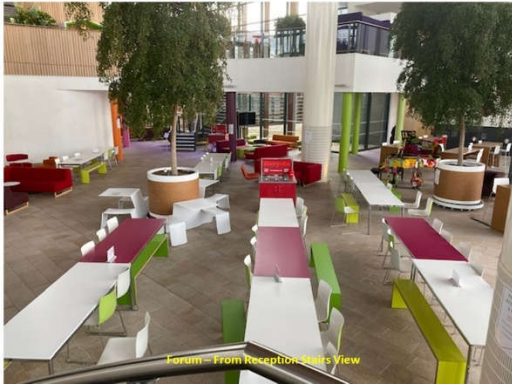
# MEETING ROOM PHOTOS



Meeting Room 8 - 14 people - Standard Boardroom Layout - From Door View



Forum Overhead View



Forum - From Reception Stairs View



Rise Café in Forum

## FREQUENTLY ASKED QUESTIONS

### How much do you charge for using the AV facilities?

There is no additional charge for the use of the AV Facilities, internet, or the flipchart(s) in each room.

### Is there WiFi in the Meeting Rooms?

We have a dedicated WiFi Network for our Conference & Meeting Room clients – the password is on the flipcharts in the meeting rooms.

### How do I connect my laptop to your AV/Video Conferencing system?

We use Barco Clickshare Conferencing system. Connection can be either wireless via the Clickshare dongle (please note that this may need to install the Barco app onto your laptop) and needs to be collected from Reception, or you can connect via HDMI. Connection to the videobars in the rooms containing them is also done via the Clickshare dongle, or by plugging in the USB lead also provided in these rooms. If you need any assistance Reception will be happy to assist.

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

Rise Café Bristol is based on site between 8 a.m. – 3 p.m. and offer a delicious selection of catering that can be pre-ordered for your meeting. Their contact email address is [enquiries@risecafebristol.com](mailto:enquiries@risecafebristol.com). We can provide details of additional preferred catering suppliers for ordering food and refreshments for your meeting. Alternatively, externally purchased food may be brought onto the premises for consumption with prior written consent from BBSP in which case a catering charge of £1 plus VAT per person will be made. Wines, spirits, or other beverages may also be brought onto the premises for consumption with prior written consent from BBSP in which case a “corkage” charge of £1 plus VAT per person will be made.

You liaise directly with the caterer of your choice who will then invoice separately for catering/refreshments ordered and we will invoice for the room hire.

### 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. If you require power extension leads for multiple devices for your meeting, please let us know at the time of booking.

Meeting Rooms 1, 2 & 3 are the only rooms with the flexibility to change the layout; the furniture in the other Meeting Rooms is not permitted to be moved.

## How do I pay?

You will be invoiced by South Gloucestershire Council on behalf of Bristol & Bath Science Park after your meeting has taken place (this will include any business services). If your Accounts Department requires us to quote a Purchase order number to authorize payment, please ensure this is provided at the time of placing your booking. Our payment terms are 30 days from invoice date. Please ensure that you quote the invoice number when you make payment.

## 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.

## Commission

If you are a booking agent placing a booking on behalf of a client, please note that we do not pay commission.

## Do you offer Business Services?

Reception can assist with any extra requirements 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 – 75p plus VAT per sheet

A3 Black & White – 20p plus VAT per sheet

A3 Colour - £1.50 plus VAT per sheet

Scanning £1 plus VAT per sheet/side

Laminating:

A4 - £1 plus VAT per sheet/side;

A3 - £2 plus VAT per sheet/side

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 decide?

We are happy to reserve rooms for up to two weeks whilst you decide, 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:

<b>Notice period before first day of hire</b>	<b>% of value of total booking</b>
2 weeks	25%
1 week	50%
2 Working Days	100%

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

<b>Notice period before first day of hire</b>	<b>% of value of total booking</b>
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@bbasp.co.uk](mailto:meetings@bbasp.co.uk) :

*Company Name, Address & Telephone number, company registration number (if Ltd)  
Contact Name, Job title, E-mail address & direct telephone number (if applicable) Company Website  
Invoice details (if different from those above) Invoice email address*

These details will only be used for the purpose of meeting room bookings and invoicing and will not be used for e-mail marketing. 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, the booking is not confirmed until we are in receipt of this. We support the environment so would prefer this to be a scanned or electronically/digitally signed 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. Items should only be delivered a maximum of one working day prior to your event as we have limited space for storage (please note we do not accept deliveries on a weekend).

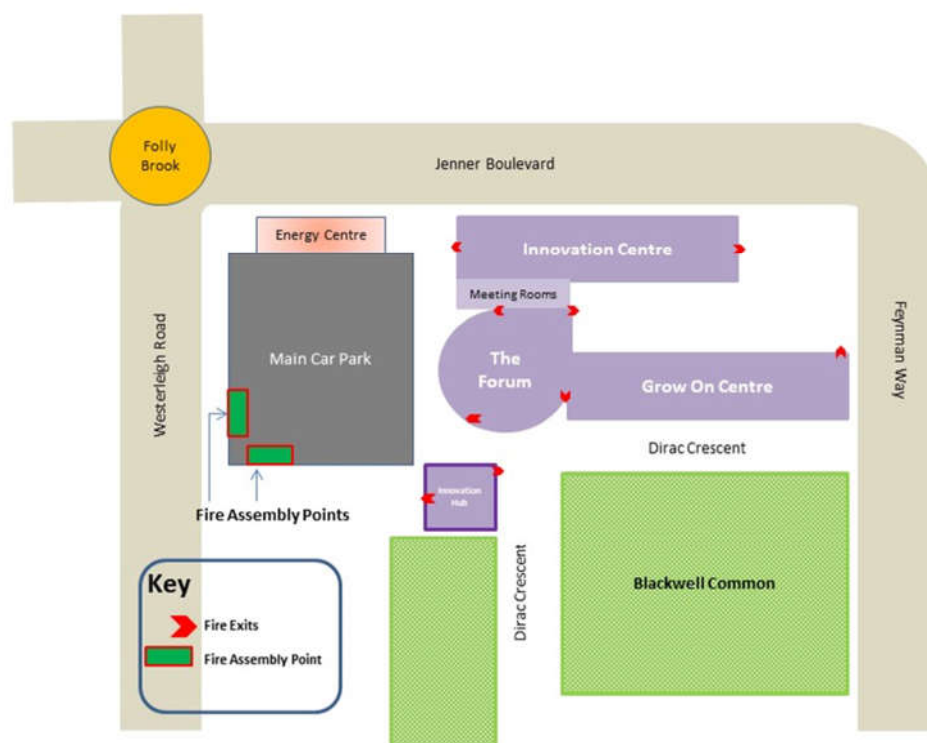
# HOUSEKEEPING & GENERAL INFORMATION

## Fire Safety

You are responsible for the safety of your delegates whilst in the meeting rooms, please ensure that all your delegates are aware of the Fire Evacuation Instructions including Fire Exits and designated Fire Assembly Points prior to the start of your meeting. A copy of this information is in every meeting room and the Forum.

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 end of the main car park. If you are located on the upper floors, please do not use the lifts to descend.
- Do not leave site (either by car or on foot) until the all-clear has been given
- 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 hairdryer) & 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.





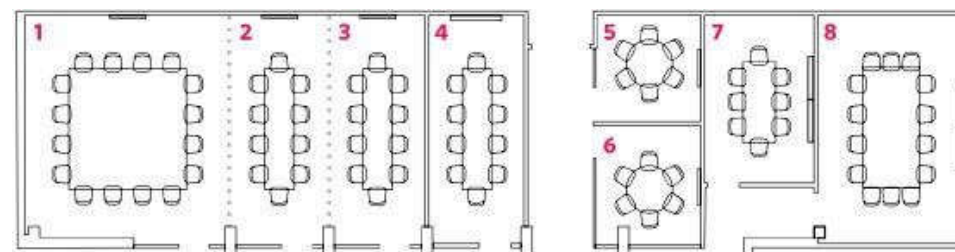
**Bristol & Bath**  
Science Park

## 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



## 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, no alterations or additions can be made to these terms and conditions by the Hirer.
- 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 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 weekly by South Gloucestershire Council with 30 day payment terms.**
- 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 and Equipment Hire provided by **BBSP**
- 3.4 Payment must be made in full for all Facilities and Services provided. **BBSP does not pay commission on bookings**

### 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.** If such permission is given the Hirer is responsible for the permitted movement of the furniture and restoring said furniture to its correct original position upon completion of the event or meeting.
- 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 if no larger room is available, 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%
2 working days	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 or 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 the safety of their delegates; ensuring that Fire Evacuation Instructions including Fire Exits and Fire Assembly Points have been communicated to all delegates prior to the start of the meeting or event.**
- 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**

We can provide details of our preferred catering suppliers for ordering food and refreshments for your meeting. Alternatively, externally purchased food may be brought onto the premises for consumption **with prior written consent from BBSP in which case a catering charge of £1 plus VAT per person will be made.** Wines, spirits or other beverages may also be brought onto the premises for consumption with prior written consent from **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.

Bristol & Bath Science Park  
Dirac Crescent  
Emersons Green  
Bristol  
BS16 7FR  
T: 0117 370 7700  
[www.bbbsp.co.uk](http://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](http://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](http://www.travelwest.info/rail).



### By Bus

The **Metrobus M3/M3X** operated by First Bus is a rapid transit service from the Centre of Bristol directly to the Science Park via the M32. The service runs at least every 20 minutes, a timetable can be found via: <https://www.firstbus.co.uk/uploads/update-attach/m3%20m3x.pdf>

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

To see available routes, visit: <https://www.firstbus.co.uk/journey-planner/>



### By Bike

We are all set up for bikes. As well as 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](http://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](http://www.travelwest.info/walk)



## **Go Electric**

We have twelve fast chargers located in the main car park and a further charging hub can be found on Feynman Way, adjacent to Dirac Crescent. For other charge points locally either visit Zap-Map Live ([www.zap-map.com/live](http://www.zap-map.com/live)) or Source West ([www.sourcewest.info/charge-point-map](http://www.sourcewest.info/charge-point-map)).

To learn more about sustainable travel options please visit:

[www.travelwest.info](http://www.travelwest.info)

[www.northbristolsuscom.org/](http://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

### ***Travelodge – Bristol Emersons Green***

Fieldfare, Emersons Green, Bristol, BS16 7FN – 0871 984 6584  
0.5 miles – 2 mins

### ***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