



Basingstoke and Deane

Room bookings – Terms and conditions

How to Book

- BDBC reserves the right to refuse or cancel any bookings or change the room and/or facilities offered for hire if the need arises.
- A booking will only be confirmed upon receipt of a completed and signed booking form.
- A booking will only be accepted a maximum of 6 months in advance.

Hirer's Responsibilities

- Complete and return signed booking form found as .PDF file on www.basingstoke.gov.uk or available as a hard copy from Basingstoke and Deane Borough Council
- Provide a list of delegates (or approximate numbers) 24 hours prior to meeting.
- Facilitator to arrive at least 15 minutes before start of meeting to be briefed on procedures and receive welcome pack.
- To have any CD ROMs virus checked upon arrival with ICT prior to use with BDBC equipment (does not apply if hirer's own lap top is being used).
- Parking on campus is at owner's risk and BDBC accepts no liability for damage /loss.
- Parking permit provided by BDBC must be displayed in the parked car.
- Maps of public car parks are available from Basingstoke and Deane web site – www.basingstoke.gov.uk
- Escorting attendees to and from meeting room (s).
- Draw attendees' attention to the action to be taken in the event of a fire alarm as detailed in the room and in the welcome pack.
- In an emergency, to vacate the building as per written instructions and report to fire warden on leaving the building.
- The hirer is responsible for damage to Council property (buildings and contents), whether caused by the hirer or any attendee, and for public liability risks arising from their hiring activity.
- Any breakages of equipment, chairs etc to be reported to security guard on duty at reception or reception staff (this is a Health & Safety requirement).
- If using own equipment this must have a valid electrical test label and will be liable to visual inspection. Facilities management has the right to disallow use of any equipment believed to be unsafe.

- All property left on the premises is at the owner's risk and BDBC accepts no liability for damage or loss.
- All doors, exits and notices shall be left clear of obstructions.
- Meetings must not exceed the period of hire and, in any event, be finished in time for all attendees to vacate the building by **8.00pm**.
- Return access card(s) and welcome pack to reception at end of hire.
- If cancelling, advise BDBC 5 working days prior to hire to allow for re-use.
- The hirer is responsible for leaving the room(s) in a clean and tidy condition at the end of the hire period.
- To comply with the Basingstoke & Deane 'No Smoking Policy', this applies across the whole Campus including external areas.
- Catering – can be arranged directly with Beacons Restaurant (situated on the ground floor of Deanes Building) and is the hirer's responsibility. If there are any issues or queries concerning catering arrangements, these must be resolved directly with Beacons. Please note that cancellation charges may apply in appropriate circumstances.

BDBC's Responsibilities

- A welcome pack detailing health and safety information will be provided to the hirer upon arrival.
- An access pass will be provided (to allow access to meeting room)
- Reserve parking spaces (during the day), limited to a maximum of 2 spaces, in Parklands car park when pre-adviced on the booking form.
- Issue parking permits (to a maximum of 2) to the hirer to display in their car(s).
- If AV equipment is to be used, a brief demonstration will be provided by Facilities Management.
- To arrange a CD ROM virus check by ICT prior to 6pm and Facilities Management after 6pm.

Payment Terms

- An invoice will be issued following the hire of the room, which the hirer is required to pay within 30 days of receipt.