

Terms and conditions of Brunel's boardroom suite meeting room hire

1. Who is the contract between

The contract is between us and you, not any other person or organisation you book meeting rooms, meals or facilities for. You accept responsibility for paying all charges, including any extra charges arising under this contract. You may not transfer your rights under this contract to any other person or organisation.

2. Provisional bookings (online or by other means of contact ie email, telephone or in person)

The online booking system will permit provisional bookings to be made. These bookings will stay on the calendar for two week days before expiring. You may cancel provisional bookings without penalty. While we hold a provisional booking, we will not allocate the facilities that you have provisionally booked to other customers unless you agree. You will be given two working days to make a decision on whether you will go ahead at this stage.

3. Confirming bookings

We will confirm your booking only on the basis of these terms and the confirmation of booking form. The 'Engine Shed booking form' will state the meeting rooms, meals and other facilities, which you have booked, and it includes a clear statement of any other arrangements, which have been agreed between you and us.

4. Making a booking more than a year ahead.

When you book, you agree to pay our charges for the meeting room/s, meals and other facilities set out on the confirmation of booking form, plus VAT, if applicable, at the current rate. If you book more than a year ahead, we review our prices in December and reserve the right to increase the charges then.

5. Paying your invoice

We will invoice you for all charges about two days after the meeting/event. You must pay in sterling, to the address shown on the invoice, within 7 days of the date of the invoice by BACS or cheque. You will pay all bank charges involved in making the payment. If you do not pay the invoice in full within 7 days, we will charge you interest at 4% above bank base rate on the amount outstanding from the date of the invoice to the date you pay us. We will not accept payment by individual guests/delegates. If required by your organisation, please provide us with a purchase order or reference number prior to your meeting/event.

6. Overseas customers and guarantees

If you are a customer from outside the UK, we may ask you for a guarantee of payment from a UK bank. We may cancel the booking if the guarantee is not provided within 30 days. If we ask you for a guarantee and that is not acceptable to you, you may withdraw your booking without charge, but you must tell us within seven days of our request.

7. Altering your booking

If you alter your booking, we will send you a new confirmation of booking form to sign, so that you know exactly what you have booked and what you are responsible for. The Engine Shed booking form will set out the meeting rooms, meals and other facilities, which you have booked and agreed with us. It will include details of any extra facilities, which we have agreed to provide, and of any items you have cancelled. Each new confirmation of booking form issued and signed by you will replace any previous confirmation of booking form.

8. Extra meals or other facilities

If you ask for any extra meeting rooms, meals or other facilities, we will use our best efforts to provide them but we cannot guarantee that we will be able to meet your requests. You should contact us about possible increases in numbers or extra facilities as soon as possible

9. Deposit and cancellation schedule

We may ask you to provide us with a non-refundable deposit to confirm a booking (below). The deposit will be credited against the final invoice or the cancellation charges if you cancel the booking.

If you cancel a booking in full or part we may charge you a cancellation fee as detailed below:

1 month prior to date of arrival 40% of estimated revenue

2 weeks prior to date of arrival 50% of estimated revenue

1 week prior to date of arrival 100% of estimated revenue

You must make cancellations with us in writing. No cancellation takes effect until we receive your written cancellation.

10. Giving us the final details

You must confirm any special food requirements 14 days before the event. If you do not do this, we will decide what we should supply and charge accordingly. You must give us final catering schedule no later than 7 days prior to arrival. As stated above if you cancel any rooms, meals or other facilities after this time we will charge you at **FULL RATE**.

11. Changes or cancellations by us because of events beyond our control

We have the right to alter or cancel any booking that we cannot keep as booked for reasons beyond our control as long as we could not have avoided the alteration or cancellation by taking reasonable steps. Reasons beyond our control include, but are not limited to, the failure of electricity, heating systems, water supplies, fire, or flooding. If this happens, we will make reasonable efforts to offer you an alternative. We cannot accept responsibility if we cannot provide rooms, meals or other facilities for reasons beyond our control.

12. Access to premises

We can only make meeting rooms available for the time shown on the confirmation of booking form. If you want an extension, you must agree the extension with us in advance and agree to pay our additional charges. We may also make additional charges, where you want access to Engine Shed premises outside of the premises' normal hours of opening (8.30 am - 5.30 pm, Monday to Friday) during, prior to, or after your event. We reserve the right to refuse entry to our premises to any person without giving any reason. You and your guests/delegates must vacate the premises and remove all of your and their belongings and equipment by the time you agreed with us in your booking. If you or they do not do so we may remove all such property without liability to you or the owner, and recover all our costs from you.

13. Animals and pets

Please make sure that the members of your party know that **no** animals or pets of any kind, except guide dogs are allowed on our premises.

14. Food and drink

We work out our charges on the basis that we will provide all food and drink that you and your party need. You, or any member of your party, must **not** bring food or drinks onto our

premises to eat or drink there without our agreement. We will charge corkage or equivalent charges for all drinks or food brought in and consumed.

15. Behaviour on our premises

You must make sure that you, the members of your party and anyone visiting you at the Engine Shed behave in such a way that they do not cause a nuisance or unreasonable disruption to us, our tenants or employees, or to our other visitors. We reserve the right to enter all rooms at all reasonable times.

16. Liabilities

We accept no responsibility for loss or damage to property (including personal property) brought on to Engine Shed premises. We shall not be liable for any consequential loss or any other loss, or any damage or injury (except personal injury or death caused by our negligence), which may arise out of or in connection with the use of Engine Shed premises by you or any member of your party, however the loss is caused or the damage or injury is sustained.

You accept full responsibility for all damage to our premises, furniture, equipment or other property caused by you or any member of your party and you must re-imburse us for the cost of repair or replacement. You must warn your party that all keys lost will be subject to a replacement charge. You shall be liable for and shall indemnify us against any claims against us whatever their nature and including, but not limited to, claims in respect of death, injury, loss or damage (except claims for death or personal injury caused by our negligence) where such claims arise out of your event. Personal property - We shall not in any circumstances be liable for damage to or loss of any property, articles or things whatsoever placed or left upon the premises or in the cloakrooms, by you or any member of your party, however such loss or damage may be caused.

17. Insurance

You should make sure that you are fully insured against all losses or liabilities that may arise out of your event (including but not limited to those referred to in the last clause). We can supply information about insurance if you ask. (We may refuse to accept any booking unless you prove that you have enough insurance to cover your liabilities).

18. Security/disruption of meetings etc.

It is your responsibility to inform us if you have **any** reason to believe that your event is going to raise any security or safety issue(s), or if you know of any reason why we might need to provide additional security for your event (for example because there is a risk of disruption) however remote the issue or reason may be. You will be in breach of the conditions of the booking if you fail to inform us of any such issue or reason. You must indemnify us against all damage or liability we suffer or incur as a result of any such issue or reason arising about which you have not told us in advance.

19. Services provided by someone outside the University of Bristol/ Engine Shed

If you ask us to arrange for a service provided by any person or organisation outside the University of Bristol/Engine Shed, and we agree, we will act as your agent. For example, furniture or additional AV hire. Any resulting contract is between you and the person or organisation providing the service. We will not be responsible for the service in any way. We will treat the person or organisation as a person visiting you at Engine Shed.

20. Receipt of information

Generally we will communicate with event organisers by email for arrangements for your meeting and we will follow up after the event with details of special offers and news about the venue. Your email address will only be used for this purpose. If you would like to opt out of this communication, please do so when confirming your booking at Engine Shed.

21. Using the University's name without permissions

You may not use:

- the name 'University of Bristol';
- the University's Coat of Arms;
- the name or logo of the University or any of the University's departments, schools or institutes; or
- any photographs of any part of the University; without our prior written permission.

You must not affix or permit anyone to affix any publicity for your event to any of our premises without our prior written consent.

Engine Shed encourages using sustainable travel and has special rates for delegates travelling to meetings in Bristol by rail <http://www.engine-shed.co.uk/how-to-find-us/>