

Room Booking Terms and Conditions

TERMS AND CONDITIONS

GENERAL

1. These terms and conditions apply to room bookings made at the College premises, 19 Bedford Square, London WC1B 3HH.
2. These conditions should be read in conjunction with the Managing External Speaker policy. Where contradictions exist between these two policies, the Managing External Speaker policy will supersede.
3. The titles Principle Organiser (PrO) and Hirer are used interchangeably.

MANAGING EXTERNAL SPEAKERS

4. The College is fully committed to the principle and promotion of freedom of speech and expression. However, the Prevent Officer will reject any request which they believe does not comply with the Prevent Duty.
5. The Facilities Coordinator reserves the right to cancel any event which does not comply with the College's policies and procedures after carrying out a general risk assessment.
6. The PrO will not advertise the event until the final outcome of the room booking request has been communicated.
7. A record of attendance will be taken and submitted to the PO and all guests will be signed in as visitors.
8. The PrO will make adequate time available during an external speaker's event to allow for challenge and a question and answer session.

ACCESS AND SECURITY

Where a booking is held outside of normal business hours the following terms apply:

9. The College requires 'staff on duty' or security guards for these events, the number of which to be determined by the facilities department on a case by case basis.
10. Security guard bookings will be made by the College, on behalf of the event organiser. Costs for security or 'staff on duty' are passed onto the event organiser.
11. The 'staff on duty' or security guards are responsible for access to the building and ensuring the building is securely locked up following the event, including setting of the intruder alarm. The event organiser will not be provided with keys.

12. The event organiser is to ensure a full guest list is available at the start of the event and located at the entrance, with entry to the event to be managed accordingly. A member of the event team must be located on the front door for the full duration of the event. This person may be the 'staff on duty' or security guard.
13. The event and guests of the event are only permitted access to the areas that have been booked for the event. Access to any other rooms within the building is prohibited.

NOISE

14. The premises are located in a mixed commercial and residential area, and the Hirer must be considerate of the neighbours.
15. The Hirer must ensure the noise level arising from music, live bands and participants is lowered to an acceptable level from 10pm onwards, with music and live bands to be shut off by no later than midnight.
16. All forms of entertainment must be disclosed in full on the room booking form.

CLEANLINESS/BREAKAGES/USAGE RULES

17. The event organiser must leave the premises in a clean and tidy condition at the end of the event. Should the premises not be returned to the College in a satisfactory state of cleanliness, cleaning charges incurred as a consequence will be recharged to the event organiser.
18. Carpet cleaning charges may be incurred as a result of beverage and food spillages.
19. All refuse from the event must be in recycling bags provided by the College and placed outside the premises at the end of the event. The collection point for refuse is next to the streetlamp located to the left of the building. Recycling bags are located in kitchen sink cupboards.
20. Any loss, theft, damages, breakages or spillages must be reported to the facilities department within 24 hours of the event. Fixings to any items to walls, floors or ceilings by use of any form of adhesive, including blu-tac, is strictly prohibited. Any damage arising from breach of this condition will be recharged to the event organiser.

HEALTH AND SAFETY

21. The PrO is in attendance for the duration of the event, or will appoint a responsible person in their absence.
22. The event organiser must familiarise themselves with the location of the fire exits and ensure the fire evacuation procedure is visible to participants and located in the entrance hall.
23. The event organiser is required to undertake a risk assessment for the event, to be provided to the facilities department in advance of the event.
24. Participants are not permitted to take alcoholic beverages and drinking glasses outside of the premises.

25. No form of smoking (including e-cigarettes/vapour) is permitted in or on the premises. Premises includes the internal courtyards, window balconies and out of windows.
26. Only professional caterers are permitted to prepare hot foods on the premises, and only where disclosed on the room booking form.
27. Security guards are first aid, security and safety trained. All incidents are to be immediately reported to them and records will be retained in accordance with College policies.
28. All incidents relating to first aid, fire and authorities must be reported to the facilities department following the matter being in hand.
29. The event organiser must notify the facilities department in advance of the event of any items of equipment to be brought into the building for the purpose of the event. All electrical equipment must have an up to date PAT certificate. All equipment must be removed from the premises by the end of the event, unless agreed otherwise with the facilities department. Electrical items remaining in the premises overnight must be left unplugged, this includes any College electrical equipment used for the purpose of the event.
30. Fairy lights, candles and fog machines are strictly prohibited in the premises.

CONDUCT

31. The 'staff on duty' or security guards may take the decision to call an end to an event ahead of the scheduled end time, or at the very least the participants violating the below should be immediately removed from the premises, if:
 - 22.1 The behaviour of any of the event organisers personnel or participants is considered to be offensive, abusive, constituting a risk to health and safety, or otherwise unacceptable, including the use of illegal substances on the premises.

LICENSE REGULATION

32. The College and event organisers have a legal obligation to comply with licensing restrictions, planning and statutory regulations. Anything which may appear to the College to be in violation of these must be immediately rectified.
33. The nature of certain events may require an **events license**. Where a license is required, the College as the tenant must apply for it via Camden Council. The event organiser must have received the license prior to the event. A copy of the license must be located at the entrance and a copy retained by the College to accompany the room booking form. The cost of licensing will be passed onto the event hirer.

COLLEGE FURNITURE/EQUIPMENT

34. The event organiser may have use of the College's furniture and equipment already located in the specified event space.
35. The event hirer may not use any other of the College's furniture and equipment unless this has been previously arranged with the facilities department.
36. All borrowed items to be returned to their original location by the end of the event.

EXTERNAL ROOM BOOKING TERMS AND CONDITIONS

Title	Room Booking Terms and Conditions	Author	HROM/PO
Location	College website	Approved by	ExCo
Version	1.0	Last updated	September 2018
Publication date	October 2018	Review date	September 2020
Related policies	Managing External Speaker Policy; Prevent Policy; Code of Practice on Freedom of Speech; Health and Safety Policy.		
External Reference Point			