1.0 Booking
The availability of the room can be checked through External Estates via the Administrator on 01174282409 (M-F 8-4pm).
1.1 All booking forms must be submitted with a non-refundable deposit (internal only – please provide charge code) before a booking can be entered onto the system.
1.2 Bookings can only be confirmed once authorisation has been given and payment received.
1.3 All event organisers must be made known on the booking form and in the event of any amendments/cancellations contact details must be provided.
1.4 The organiser must stipulate when booking any additional service requirements (H&S, Porters, Security etc.).
1.5 Any dignitaries/speakers attending events need to be advised to External Estates who will inform the University Communications & Marketing Office.
1.6 All events must be kept to the agreed timescales.
1.7 Please provide a copy of all invitations/publicity and promotional literature to External Estates prior to booking.
1.8 If the event involves subject matter which may attract unwanted attention this should be made clear on the room booking form and External Estates advised.
1.9 The hirer shall ensure that numbers attending does not exceed the specified limits for the room.
1.10 The room should not be used for unlawful purposes/events/activities as this will be reported to the authorities.
1.11 For tours of the Botanic Garden please contact the Tours Administrator on 0117 4282041.
1.12 Block bookings can be made (subject to availability) up to 12 months in advance.
1.13 Additional works necessary for the booking will be charged at the appropriate rate.

2.0 Deposit, Confirmation and Cancellation
2.1 A 50% non-refundable deposit is required in order to secure a booking. External Estates will send confirmation of the acceptance of a booking.
2.2 The booking will lapse if the deposit has not been paid within four weeks of the date of the event.
2.3 Confirmation of final requirements is required not less than fourteen days prior to the start of the course/conference. External Estates reserves the right to make charges for failure to comply.
2.4 Cancellation of a booking in full or in part will incur charges depending on the amount of notice given. External Estates reserves the right to cancel any event deemed inappropriate or where payment has not been received.

3.0 Personal Property
3.1 External Estates shall not, in any circumstances, be liable for damage to or loss of any property, articles, or things placed or left upon the premises by the hirer or by persons attending the event, however such loss or damage may be caused.

4.0 Damage and Loss
4.1 External Estates shall, at its total discretion, charge the hirer for the repair or restoration of all and any damage or loss, whether wilful or accidental, to the building structure and equipment (fixtures and fittings) during the hire period.

5.0 Restrictions
5.1 It is the responsibility of the hirer to ensure that all those attending respect ‘no smoking’ for the whole site.
5.2 No pets, save for assisted dogs for guests with special needs, are permitted on the site.

6.0 Indemnity
6.1 External Estates accepts no liability for the personal injury of the hirer or persons attending any event on University property, other than that where negligence on the part of External Estates is proved.
6.2 Where any equipment is provided by the hirer or arranged by the hirer through a third party, it is the responsibility of the hirer or third party to maintain adequate insurance for third party, public liability or personal accident risk and ensure equipment is fit for purpose.
6.3 It is the responsibility of the hirer to ensure they are fully insured against all losses or liabilities that may arise as a result of the event. Failure to be adequately insured will result in cancellation of the booking.

7.0 Health & Safety
7.1 Please note the Study Room does not have a public entertainment licence.
7.2 Fire exits are to be kept clear at all times and fire equipment left visible.
7.3 All equipment used in the room must be PAT tested.
7.4 All accidents/injuries/incidents must be reported to the Administrator immediately.

8.0 Catering
8.1 Only University caterers can service the room.
8.2 External Estates are able to provide the contact details of caterers for the site.
8.3 It is the responsibility of the hirer to order catering.
8.4 Organisers are not permitted to supply their own food for events without prior agreement.
8.5 External Estates will not be responsible for any outstanding payments to third parties for catering in the room.

9.0 Cleaning
9.1 If the room requires additional cleaning to that normally scheduled, the additional cleaning cost will be requested from the hirer.

10.0 Alcohol
10.1 No wine or spirits may be brought onto the premises by the hirer or persons attending for consumption on the premises unless prior written consent from External Estates is obtained. There is no licence for the sale of alcohol on the premises.

11.0 Environmental
11.1 External Estates operates a ‘Green Policy’ for the room and users are asked to respect this. A water machine, and disposal units for plastic and paper cups are provided.

12.0 Payment
12.1 Full payment must be received prior to the event.

13.0 Access to Premises
13.1 The hirer must vacate the premises by 5pm and remove all of their belongings and equipment at the end of the event.

14.0 Keys
14.1 Any loss of keys will be charged to the organiser.

15.0 Permissions
15.1 You may not use the name ‘University of Bristol’.
15.2 University logo, or pictures of the Linnaeus Study Room without prior written agreement.

16.0 Force Majeure
16.1 Every effort will be made by External Estates to carry out its part of the contract, but its due performance is subject to cancellation or variation as a result of its inability to secure labour, materials or supplies; or as a result of any act of God, war, strike, lock-out or other labour dispute, fire, flood, drought, legislation or other class (whether of the foregoing class or not) beyond External Estates’ control.

Event Organiser to sign ..........................