1.0 Booking
The availability of the room can be checked through the External Estates Office. Tel: 01173314901 or email nicolette.smith@bristol.ac.uk

1.1 All forms must be submitted with a non-refundable deposit (cheque made payable to University of Bristol). Internal only – please complete the internal transfer 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 (Health & Safety, Porters, Security etc.).

1.5 Any dignitaries attending events need to be advised to the External Estates Office who will inform the University Communications & Marketing Office. This is also applicable for guest speakers.

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 the External Estates Office prior to the event 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 the External Estates Office 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 If an organised tour of the Botanic Garden, at an additional cost, is requested the minimum group size is 10 persons. Please provide at least 4 weeks notice for tours and contact the Botanic Garden directly.

1.12 Room bookings can be made:
- 12 months in advance – Botanic Garden CE courses
- 9 months in advance – University Departments
- 6 months in advance – External customers/organisations.

2.0 Deposit, Confirmation and Cancellation

2.1 A non-refundable deposit is required in order to confirm a booking. External Estates will send confirmation of provisional acceptance of a booking, along with a deposit request based on 10% of the estimated value of the booking.

2.2 The booking will lapse if the deposit has not been paid within four weeks of the date of the deposit request.

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 calculate charges on the basis of the original booking, or any number in excess of the original booking, if final requirements are received less than fourteen days prior to the start of the course/conference.

2.4 Cancellation of a booking in full or in part may 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
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
External Estates shall at its total discretion charge the Hirer for the repair or restoration of all and any damage or loss, whether willful or accidental, to the building structure, articles and equipment, furniture and fittings during the hire period caused by the Hirer, customer or sub-contractor, with such work being completed by a contractor appointed by External Estates.

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 guide dogs for guests with special needs, are permitted on the site.

6.0 Indemnity

6.1 Estates 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. External Estates will not accept any liability against third party claims including personal injury arising from the use of the Hirer’s or third party equipment or any loss or damage to such equipment whilst on the site. The Hirer is responsible for ensuring that the construction of all equipment meets with the appropriate standards in force at the time of the event.

6.3 Where, as a consequence of the proposed use by the Hirer, External Estates premiums for Fire and other Insurance are increased, then such increases will be charged to and paid by the Hirer.

7.0 Health & Safety

7.1 Please note the Study Room does not have a public entertainments licence.

7.2 Fire exits are to be kept clear at all times and fire equipment left visible.

8.0 Catering

8.1 External Estates are able to provide names and contact details of caterers for the site.

8.2 Organisers are not permitted to supply their own food for events.

8.3 Only University approved contractors may provide catering for/to the room.

8.4 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
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.

10.1 Full payment must be received prior to the event.

11.0 Access to Premises

11.1 The Hirer must vacate the premises and remove all of their belongings and equipment at the end of the event.

12.0 Force Majeure
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.

January 2016