



Terms & Conditions - General Room Booking Procedures Meeting Room

1. At point of phone enquiry, the meeting room will not be booked, **only reserved**. A signed booking form with all **correct details** must be provided at least **1 week** prior to the meeting date, only then will the booking be confirmed.
2. A minimum of **one weeks notice** must be given for cancellation of a room booking.
3. SCIPS reserve the right to cancel a room booking by giving notice **1 week** prior to the meeting date in writing. However we reserve the right to cancel immediately if a health & safety issue arises.
4. It is important to accurately reflect on the booking form the number of delegates expected at the meeting. If too many people arrive and we feel that it contravenes our health and safety, we have the right to cancel the meeting immediately and all other future meetings that are booked will become null and void.
5. SCIPS operates a **no smoking** policy throughout the building.
6. SCIPS Offices are open from **9.30 a.m. - 5.30 p.m.** and are closed for lunch from 1.00 p.m. – 2.00 p.m.
7. No access is permitted to the building before **9.45 a.m.** unless prior notice is given.
8. SCIPS cannot accept responsibility for any items lost or mislaid on the premises.
9. The hirer shall ensure that the meeting is conducted in an orderly fashion without causing excess noise or general nuisance. Access to the kitchen is for **Staff & Board Members only.**
10. The hirer shall take all reasonable precaution to ensure that no damage occurs to the tables, chairs, equipment or building itself.
11. SCIPS will not provide any lunch, plates or cutlery. The hirer can arrange for a caterer to supply food but any **trays** that are left must be arranged to be picked up with the caterer and SCIPS staff need to be notified of when the agreed date will be. Large amounts of food must either be taken away or disposed of in the bin provided. (Unless donated to SCIPS staff via verbal notice)
12. The meeting room should be left in a tidy/clean condition after you have used the room. All Cups and spillages should be dealt with.
13. We reserve the right to cancel any future bookings if any damages occur and any damages are the responsibility of the Organiser of the event.
14. The Hirer shall vacate the meeting room at the agreed time or further costs may be incurred.
15. The tables in meeting room are set up for the group prior to the meeting by the SCIPS staff. Only SCIPS staff may move the tables. Please contact us 1 week prior to the meeting to let us know if you wish to have a different arrangement from the details on your booking form.
16. Please inform SCIPS Offices if the number of attendees has increased 1 week before the meeting.

17. SCIPS allow a maximum of 3 bookings/reservations for the meeting room at a time, from any one organisation.

Invoice Procedure

1. When meeting room has been used by the Hirer SCIPS will send out an Invoice within **7 days** and payment is required within **28 days**.
2. If the invoice has not been paid the Hirer cannot book the room again until the invoice has been paid in full.

Use of Equipment

1. Flipchart, pens and paper which will be supplied free of charge.
2. There will be a one off charge for the use of the laptop/projector.
3. There will be a charge for the use of the photocopier which is not normally available on the day. We will require **advance notice** for photocopy usage.
4. It is the hirer's responsibility to check for software compatibility issues.

Room Booking Charges

- **Public Sector, Commercial & Charitable Organisations who are Funded** (Full Rate)

- **The Council and Sandwell Groups** (Subsidised Rate)

- **Charitable Organisations who are Not-Funded** (No Charge or Lowest Rate)

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|------------------------------|---|--|
| 1. £100.00 - Full Day |) | = Public / Private Sector, + Charitable Organisations who are Funded. Full Rate |
| £50.00 - Half Day | | |
| 2. £70.00 - Full Day |) | = SMBC Housing Strategy/Sandwell Groups. Subsidised Rate |
| £35.00 - Half Day | | |
| 3. No Charge |) | = Charitable Organisations who are Not-Funded. |

Full Day equates to 10:00 a.m. – 5:00 p.m. (7 Hours)
Half Day equates to 10:00 a.m. – 1:30 p.m. or 1:30 p.m. – 5:00 p.m. (3 ½ Hours)

4. **Teas & Biscuits** **Half Day Meeting = £1.50 per person**
 Full Day Meeting = £3 per person
 (Charitable Organisations who are Not-Funded are not charged for Teas & Biscuits)
5. The use of the Laptop/Projector will cost **£30.00**.