

Boxley house

room hire form

# 2015

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|  | **Nominated Responsible Person(s):** A responsible person(s) must be nominated to coordinate activities and to ensure that safety issues are considered. They will also be responsible for providing information to the Health and Safety Coordinator to enable completion of a risk assessment. | | | | | | |  |
|  |  |  |  | | | | |  |
|  | **Name(s)** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Address** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Telephone** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Email Address** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Date of proposed event** |  | Click here to enter a date. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Desired start and finish time** |  | **Start**: | | | | Click here to enter text. |  |
|  |  |  | **Finish** | | | | Click here to enter text. |  |
|  |  |  |  | | | | |  |
|  | **Title of event** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Brief outline of the event** |  | Click here to enter text. | | | | |  |
|  |  |  |  | | | | |  |
|  | **Expected number of participants** |  | Click here to enter text. | | | | |  |
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|  |  | | | |  |  | |  |
|  | **Room(s) required**  *Please see attached sheet for room details* |  | Click here to enter text. | | | | |  |
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|  |  |  |  |  | | | |  |
|  | **Other facilities required**  *Toilets will always be made available* |  |  | Refreshments | | | |  |
|  | Microphone | | | |
|  | Whiteboard and pens | | | |
|  | Flipchart and pens | | | |
|  | Other; please specify below: | | | |
|  | Click here to enter text. | | | |
|  |  |  |  |  | | | |  |
|  | **How will the event be advertised?** |  | Any advertisements must include the following phrase: “This course is being organised by an external provider. The ESO does not endorse the course content of any external provider”. | | | | |  |
|  |  |  |  |  | | | |  |
|  | **Money**  *How will any money taken at the event be handled?* |  | Click here to enter text. | | | | |  |
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**Terms and Conditions**

1. **You must ensure that:**
   1. All furniture is returned to its original location; and
   2. All rubbish is placed in the appropriate bins
2. **Risk assessment:**

A risk assessment will be completed in advance of the event. In most cases an assessment specific to the event must be completed. Generic assessments can be used if the event is to be held on a regular basis and the risks remain the same.

**Hazards include:**

Blocking fire doors and emergency exits, slips, trips and falls, general health and first aid issues etc.

1. **Emergency arrangements:**

Adequate precautions should be in place to ensure that all those attending the event are aware of escape routes, evacuation procedures and assembly points. A register of attendees should be taken.

**First aid:**

A first aider should be appointed. The ESO will provide a fully equipped first aid kit.

1. **Fire safety:**
   1. Smoking in all buildings is prohibited
   2. If the fire alarm goes off during your event, stop immediately and ensure all delegates are evacuated
   3. Please see attached fire evacuation procedure

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|  | **Signed** |  | Click here to enter text. | |  |
|  |  |  |  |  |  |
|  | **Date** |  | Click here to enter text. | |  |
|  |  |  |  | |  |
|  | **Deposit of 25% of the total cost enclosed** |  | Click here to enter text. | |  |
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Completed booking forms should be returned to:

Jacquie Harris, European School of Osteopathy, Boxley House, The Street, Boxley, Maidstone, Kent, ME14 3DZ or electronically to [jacquieharris@eso.ac.uk](mailto:jacquieharris@eso.ac.uk)

**Rooms for Hire**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room** | **Description** | **Part day/evening**  **(up to 4 hours)** | **Full day**  **(4 hours +)** |
| **MS1** | Lecture/Technique Room  Adjustable treatment couches and chairs  State of the art audio-visual equipment  Whiteboard  Air conditioning  **Capacity**:   * 100 chairs only * 75 chairs and couches (theory) * 50 chairs and couches (practical lectures) | £150.00 | £300.00 |
|  |  |  |
| **B1** | Lecture/Technique Room  Adjustable treatment couches and chairs  Audio-visual equipment  Whiteboard  Capacity:   * **64** chairs only * 48 chairs and couches (theory) * 32 chairs and couches (practical lectures) | £90.00 | £180.00 |
|  |  |  |
| **B2** | Lecture/Technique Room  Adjustable treatment couches and chairs  Audio-visual equipment  Whiteboard  Air conditioning  **Capacity**:   * 80 chairs only * 63 chairs and couches (theory) * 42 chairs and couches (practical lectures) | £100.00 | £200.00 |
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| **B3** | Lecture Room  Theory desks and chairs  State of the art audio-visual equipment  Whiteboard  Air conditioning  **Capacity**:   * 60 chairs only * 60 chairs and desks (theory) | £100.00 | £200.00 |
|  |  |  |
| **P1** | Lecture/Technique Room  Adjustable treatment couches and chairs  Audio-visual equipment  Whiteboard  Air conditioning  **Capacity**:   * 80 chairs only * 57 chairs and couches (theory) * 38 chairs and couches (practical lectures) | £90.00 | £180.00 |
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**Rooms for Hire (Continued)**

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| --- | --- | --- | --- |
| **Room** | **Description** | **Part day/evening**  **(up to 4 hours)** | **Full day**  **(4 hours +)** |
| **Board Room**  **(Main House)** | Meeting Room  Tables and chairs  Audio-visual equipment  Whiteboard  **Capacity**:   * 20-25 delegates | £80.00 | £160.00 |
|  |  |  |
| **Board Room**  **(Small(** | Meeting Room  Tables and chairs  Portable audio-visual equipment  **Capacity**:   * 8 delegates | £70.00 | £140.00 |
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**Social or Dining Space for Hire**

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| **Room** | **Description** | **Part day/evening**  **(up to 4 hours)** | **Full day**  **(4 hours +)** |
| **Atrium/ Dining Area** | Large dance floor  Small stage  Portable bar  **Capacity**:   * 80 delegates for a sit down meal | £200.00 | £400.00 |
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**Hire of the Grounds**

Boxley House is located in an area of outstanding natural beauty and our grounds extend to 17 acres. We hire the grounds for events through Brooks Marquees. Please contact Tom Brooks on 0800 7837089

**Catering**

We can provide catering services for your event, from tea, coffee and biscuits, buffets and hot meals. Prices are available upon request.

**Security**

There will be an additional charge of £50.00 (for a half day/evening booking) or £100.00 (for a full day booking) in addition to the room hire charge, if the building is being opened specially for your booking. You will be informed at the time of your enquiry/booking, whether the additional charge will be applied.