

Boxley House Room Hire Form 2017

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)

Address

Telephone

Email Address

Date of proposed event

Desired start and finish time

Start:	<input type="text"/>
Finish	<input type="text"/>

Title of event

Brief outline of the event

Expected number of participants

Room(s) required
Please see attached sheet for room details

Other facilities required
Toilets will always be made available

Refreshments
Whiteboard and pens
Flipchart and pens
Other; please specify below:

How will the event be advertised?

Please note: 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?

I agree to the terms and conditions of hiring at The European School of Osteopathy as stated above:

Signature of Hirer

Name of Hirer

Date

Terms and Conditions for hire of ESO facilities

Bookings of ESO facilities are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

1. All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking form must be agreed and confirmed by both parties in writing.
2. Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date may be released.
3. Upon receipt of the booking form, the details will be passed to our Finance Department who will invoice the Hirer directly.

Charges

4. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery. The Hirer shall pay to the European School of Osteopathy (ESO), on demand, the amount required to make good or remedy any such damage.
5. Discounted prices may be available to registered charities, “not for profit” organisations and for multiple bookings.
6. For all events, 50% of the booking fee will be payable within 7 days of confirmation of all bookings with the remaining 50% payable 14 days prior to the event taking place.
7. Cancellation charges prior to the event booking will be applied as detailed below:

Up to 28 days	No charge
28 to 14 days	50% of the total cost will be charged
14 days or less	100% of the total cost will be charged

Notice of cancellation must be made in writing and will become effective on the date received by the ESO.

8. The ESO reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the ESO. The ESO will refund any monies paid in advance. The ESO does not accept any liability for losses incurred due to the cancellation of an event.

Catering

9. Refreshments can be provided for all room hire events at an additional cost of £3 per person, per serving. Catering packages are also available, please contact Ashleigh Jackson to discuss requirements at ashleighjackson@eso.ac.uk
10. The ESO accepts no liability for food and refreshments provided by the Hirer of the Function Room.

Social Events Facilities

11. Entertainment equipment may be brought into the building subject to discussion and agreement with our Room Hire Administrator. Any electrical equipment must have a valid Portable Appliance Test Certificate.
12. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.

13. The ESO grounds can be hired for a fee of £500. This gives you access to the grounds, car park and patio only.
14. Marquees will only be permitted on the grounds when booked through Brooks Marquees. Please contact Tom Brooks on 0800 7837089.

Health and Safety

15. In accordance with the ESO the maximum capacities of all rooms must not be exceeded. Please refer to 'Room Specifications' section for capacity details.
16. Fire exits and extinguishers are to be kept clear and visible at all times.
17. In accordance with legislation, no smoking is permitted anywhere within the premises. There is a designated smoking area located behind the Swiss Building.
18. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
19. The Hirer is responsible for ensuring that vehicles using the car park are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency services.
20. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
21. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (please refer to 'Fire Evacuation Procedure section'), including the location of the fire exits.
22. The Hirer is responsible for the conduct and behaviour of all people attending the event. The ESO reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.
23. The Hirer must maintain an insurance policy against any loss, liability, claim or proceedings incurred by or which may be brought against the ESO or themselves in respect of any injury or damage whatsoever to any person or property, arising out of the use and occupation of the property for the sum of £5,000,000 (five million pounds) for Public and Product Liability and for the sum of £10,000,000 (ten million pounds) for Employer's Liability (where applicable) per any one claim, the number of claims being unlimited. For smaller social events clients are advised to check their personal property insurance as this level of insurance may already be covered under their policy. For larger social events clients are advised to seek additional insurance to cover all aspects of their event.

Opening and closing of ESO facilities

24. The ESO facilities will be opened and closed by either a member of staff or our cleaning contractor. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.

Security

25. The ESO accepts no responsibility for the property of persons attending or organising an event. Vehicles and their contents are parked in the ESO car park at their owners' risk. The ESO accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises or left in the car park is done so entirely at the owners' risk.

End of Hire

26. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the ESO will be at liberty to make an additional charge.
27. Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hire period. Failure to comply with this will result in forfeiture of the deposit.

Disclaimer

28. Every effort has been made to ensure the accuracy of all information provided. The ESO does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

Payment can be made by bank transfer as per below, or by telephone on 01622 671558.

Barclays Bank plc, P.O Box 17, 40/46 High Street, Maidstone, Kent ME14 1SS

Account Name: European School of Osteopathy
Bank code: 20 - 54 - 11
Account no: 407 033 89
Swift code: BARCGB22
IBAN: IBAN GB74 BARC 2054 1140 7033 89

Completed booking forms should be returned to ashleighjackson@eso.ac.uk

Room Specifications

Room	Description	Part day/evening (up to 4 hours)	Full day (4 hours +)
G1	Lecture Theatre State of the art audio-visual equipment including: <ul style="list-style-type: none"> • 4 TV screens • Computer • Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 85 chairs only • 54 chairs and 27 couches (theory) 	£150.00	£300.00
MS1	Lecture/Technique Room Hydraulic treatment couches and chairs State of the art audio-visual equipment Wifi Whiteboard Air conditioning Capacity: <ul style="list-style-type: none"> • 40 chairs and 20 couches (theory) • 40 chairs and 20 couches (practical lectures) 	£150.00	£300.00
B1	Lecture/Technique Room Adjustable treatment couches and chairs Audio-visual equipment Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 42 chairs and 14 couches (theory) • 28 chairs and 14 couches (practical lectures) 	£90.00	£180.00
B2	Lecture/Technique Room Adjustable treatment couches and chairs Audio-visual equipment Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 70 chairs only • 60 chairs and 20 couches (theory) • 40 chairs and 20 couches (practical lectures) 	£100.00	£200.00
B3	Lecture Room State of the art audio-visual equipment Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 60 chairs only • 54 chairs and 18 couches (theory) • 36 chairs and 18 couches (practical lectures) 	£100.00	£200.00

B4	Lecture/Technique Room Adjustable treatment couches and chairs Audio-visual equipment Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 50 chairs only • 45 chairs and 15 couches (theory) • 30 chairs and 15 couches (practical lectures) 	£90.00	£180.00
Room	Description	Part day/evening (up to 4 hours)	Full day (4 hours +)
Board Room (Main House)	Meeting Room Tables and chairs TV screen Wifi Whiteboard Capacity: <ul style="list-style-type: none"> • 20-25 delegates (boardroom style) 	£80.00	£160.00

Social or Dining Space for Hire

Room	Description	Part day/evening (up to 4 hours)	Full day (4 hours +)
Atrium/ Dining Area	Large dance floor Small stage Portable bar Capacity: <ul style="list-style-type: none"> • 80 delegates for a sit down meal 	£200.00	£400.00

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 at a fee of £500. This gives you access to the grounds, car park and patio only.

Events including marquee hire must be booked through Brooks Marquees. Please contact Tom Brooks on 0800 7837089

Catering

Refreshments are available for an additional £2 per person. This will include tea, coffee and biscuits. Buffets and hot meals are available upon request. Please contact Ashleigh Jackson to discuss your requirements at ashleighjackson@eso.ac.uk