












Conference room booking form 2012

ROOM HIRE

Meeting Room	BVA divisions		Non-BVA divisions		Layout options/capacity		Equipment				
	 Half day (3.5 hours)	 Full day (7 hours)	 Half day (3.5 hours)	 Full day (7 hours)	 Lecture	 Boardroom	 Microphone	 Flipchart	 Plasma TV	 Projector	 Wi-Fi
First floor boardroom	£85	£170	£130	£260	—	25	—	✓	—	✓	✓
Ground floor front	£85	£170	£130	£260	30	20	✓	✓	✓	—	✓
Ground floor back	£85	£170	£130	£260	25	20	✓	✓	✓	—	✓
Ground floor both	£170	£340	£260	£520	50	—	✓	✓	✓	—	✓

ADDITIONAL SERVICES AND EQUIPMENT

Item	Coffee, tea and biscuits	Sandwich lunch Includes: mineral water, fruit juice, tea and coffee	Executive lunch Includes: as per above, quiches and cakes	Security charge For meetings beyond 5.00 pm and up to 7.30 pm	AV microphone	Flip chart	Plasma TV	Projector	Wi-Fi	Computer and printer access
BVA divisions	£1.70 pp	£11.30 pp	£16.90	£105	Free	Free	Free	Free	Free	Free
Non-BVA divisions	£2.25 pp	£14.00 pp	£19.70	£160	Free	Free	Free	Free	Free	Free

Prices are inclusive of VAT (where applicable).

CONTACT DETAILS

If you need further information or would like a tour of the BVA's facilities you can contact us on the details below.
Tel: 020 7636 6541 Fax: 020 7908 6349 Email: catering@bva.co.uk Web: www.bva.co.uk/conferencerooms

OUR CONFERENCE ROOMS

Set in the Georgian headquarters of the BVA, our conference rooms bring together the historic past of the veterinary profession with a modern touch, providing state-of-the-art conferencing technology with high-quality food and service.

The rooms available are flexible in design and with access to the BVA's facilities we can devise a hiring package to suit your conferencing needs.

ROOM BOOKING FORM

Please complete this form, then return the original to our Catering Assistant Katie Bishop at:
BVA, 7 Mansfield Street, London, W1G 9NQ, email it to: catering@bva.co.uk or fax to: 020 7908 6349

Organisation

Organisation/committee name

Address

.....

.....

..... Post code

Telephone Fax

Contact name

Email

Signature..... Date

The completion of this booking form and signature indicates the acceptance of the terms and conditions listed below.

Room booking

(please indicate requirements)

Room name

Room layout
(lecture or boardroom)

Number attending

Date of function

Start time*

Finish Time*

Equipment

(please indicate requirements)

AV microphone

Flip chart

Plasma TV

Projector

Wi-Fi

Catering

(please indicate numbers)

Morning coffee and tea

Sandwich lunch

Executive lunch

Afternoon coffee and tea
Number and time required (available until 4.00pm)

Dietary requirements
Please specify below

Special requirements Please contact our Catering Assistant Katie Bishop on: catering@bva.co.uk regarding any special menu requirements (including food allergies).

TERMS AND CONDITIONS

Booking

Booking and any changes in arrangements must be made through our Catering Assistant Katie Bishop. Provisional bookings will be held for one month only before automatic cancellation. Confirmation of bookings must be made in writing to Katie Bishop at the BVA. *The BVA's opening hours are from 9.30 am to 5.00 pm Monday–Friday. Access outside these hours is by prior arrangement only. Coffee and tea is available between 9.45 am and 4.00 pm.

Catering changes

Any reductions in catering numbers given less than three days in advance of a meeting will be charged in full, based on the original booking. All cancellations must be made in writing to the BVA.

Cancellation charges

Should confirmed bookings be cancelled and the rooms not re-let the following charges will be made: less than six months but more than three months—25% of total room hire, less than three months but more than one month—50% of total room hire, less than one month—100% of total room hire.

Charges

Please note that the 2012 charges for room hire and catering now apply. These are subject to change on an annual basis, usually with effect from the 1 January.

Invoicing and payment

A full detailed invoice for all meeting and catering services will be sent after the event. Payment is required within 30 days of the issue date.

General conditions

- Organisations using the BVA's facilities may not use its name or logo where it may be implied or assumed that the BVA is sponsoring or organising the event. Should the BVA for any reason beyond its own control be unable to fulfil its commitments, it will not be liable for any damages or compensation.
- The BVA is committed to The Health and Safety at Work Act 1999 and conducts its activities in such a manner as to prevent adverse effects on the environment and the health, safety and welfare of employees, clients and members of the public as far as is reasonably practical. Organisers of meetings and other events held on the BVA's premises must ensure that their activities and those of the participants conform to health and safety practices.
- Organisers are requested to keep a register of attendees at the BVA's premises for use in the event of an emergency
- The BVA may, on request, accept goods placed in its care, but these goods are accepted entirely at the owner's risk.
- The BVA operates a no smoking policy throughout the building.
- Unfortunately the nature of the BVA's grade II-listed headquarters building means that there is only restricted access for disabled people. Please let us know in advance if you expect any disabled people to attend your meeting/event so that we may make provisions to assist them.