

Courtyard Rooms – Conditions of Use

Access to the Courtyard Rooms

- Access to the Courtyard Rooms is restricted to BVA members and a one guest.
- The Courtyard Room must be booked in advance via venuehire@bva.co.uk
- Guests should be aged 16 or over, however exceptions can be made – please email venuehire@bva.co.uk to speak to our team.
- If you need special assistance to use the Courtyard Rooms, please speak to a member of staff.
- Members need to notify the Facilities team when they arrive for fire safety purposes. You (and your guest, if relevant) will need to carry a visitor lanyard at all times.
- Your visitor lanyard (and your guest's, if relevant) must be shown to any member of staff who requests to see it.
- All personal possessions brought into BVA HQ may be subject to opening and inspection by staff.
- All emergency procedures must be followed, including the evacuation of the site in the event of a fire, or fire drill.

Consideration of others

BVQ HQ is an environment in which both staff and members must be able to work without disturbance or fear of abuse. Therefore:

- Please treat BVA staff and other members with courtesy and respect at all times.
- Consider BVA staff and other members and behave in a way that does not disturb them and respects their privacy.
- When using the internet, do not access extreme or unpleasant material that may either offend or distress.
- Mobile phones must either be turned off or on silent mode. Calls can be taken within the Courtyard Rooms.

Use of the Courtyard Rooms

- BVA shall not be liable for changes, cancellations or any other effect on your booking due to events beyond our control (force majeure). In these conditions 'force majeure' means any event or consequences thereof which could not have been reasonably

avoided by us, even with the exercise of all due care, and which are outside of our control.

- You are responsible for the space allocated to you during the booking. Any damage to your allocated room(s) or its contents (or any other part of the venue) incurred as a result of your acts, may result in you being charged for the costs of repair.
- We have water and tea and coffee making facilities which you're welcome to use whilst at Mansfield Street. Please note we don't have any catering facilities on site so please bring food with you.
- BVA may, on request, accept goods placed in its care, but these goods are accepted entirely at the owner's risk.
- Whilst reasonable efforts are made to ensure the venue is safe and secure, BVA does not accept any liability for any theft or loss of, or damage to your and/or any visitors' property.
- BVA operates a no smoking policy throughout the building.
- Items must not be removed from the Courtyard Rooms.

BVA reserves the right to add to or amend these Conditions of Use as required.