

# 7 Mansfield Street

A unique experience for your event

Room booking form 2019



Please complete this form, then return the original to our Facilities Assistant Katie Bishop at:  
BVA, 7 Mansfield Street, London, W1G 9NQ or email it to [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk)

Company name

Address

Postcode

Contact number

Email

Signature

Date

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

## Event details

Event date		Start time	End time		
		FULL DAY * 7 HOURS	HALF DAY (3.5 HOURS)	EVENING †	LAYOUT REQUIRED (LECTURE/ BOARDROOM/CABARET/STANDING)
The Aleen Cust Room 30m <sup>2</sup>		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>
The George Fleming Room 44m <sup>2</sup>		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>
The Mary Brancker Room 55m <sup>2</sup>		£750 <input type="checkbox"/>	£525 <input type="checkbox"/>	£525 <input type="checkbox"/>	<input type="checkbox"/>
The William Hunting Suite 30m <sup>2</sup>		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>

All prices include VAT where relevant

Discounted room hire is available for BVA members. Email [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk) or call 020 7636 6541 for details.

## Facilities

Video conferencing	£40	<input type="checkbox"/>
Conference call facilities	£40	<input type="checkbox"/>
55 and 65 inch plasma screens	FREE	<input checked="" type="checkbox"/>
Flip chart and pens	£10	<input type="checkbox"/>
Photocopying (per sheet)	5p	<input type="checkbox"/>

## Special requirements

Please contact our Facilities Assistant Katie Bishop at [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk) regarding any special menu requirements (including food allergies).

Please let us know in advance if you or your attendees have any specific access requirements.

## Terms and conditions

### Booking

Booking and any changes in arrangements must be made through our Facilities 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 BVA.

\* BVA's opening hours are 9.00am to 5.00pm Monday–Friday.

† Evening room bookings are available until 7.00pm. Please contact [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk) for more information.

### Catering changes

Any changes to 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 BVA.

### Cancellation charges

Cancellation of a confirmed booking will incur the following charges:

#### Between three and six months of the event date:

25% of total room hire.

#### Between one and three months of the event date:

50% of total room hire.

#### Less than one month before the event date:

100% of total room hire.

### Charges

Please note prices for room hire and catering are subject to change from 1 January 2020.

### Accessibility

7 Mansfield Street is a grade II\* listed building, however we have strived to provide as much accessible access as possible. We have lift access to our first floor meeting rooms. An accessible toilet is available on the ground floor.

### 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.

## Catering

Number of attendees

PLEASE STATE TIME REQUIRED

MORNING AFTERNOON

Tea, coffee, biscuits £3 per person

### Bronze lunch

£14 per person

Includes meat, fish and vegetarian sandwiches, fruit, juice, water

### Silver lunch

£16.50 per person

Includes meat, fish and vegetarian sandwiches, fruit, cakes, juice and water

### Gold lunch

£20 per person

Includes meat, fish and vegetarian sandwiches, finger food, fruit, cakes, juice and water

### General conditions

- Organisations using the BVA's facilities may not use the BVA name or logo where it may be implied or assumed that BVA is sponsoring or organising the event.
- 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.
- BVA is committed to The Health and Safety at Work Act 1974 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 BVA's premises must ensure that their activities and those of the participants conform to health and safety practices.
- 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, omissions or negligence, including those of your contractors, agents, attendees (or representatives of any of the foregoing), will result in your being charged for the costs of repair.
- Organisers are requested to keep a register of attendees at BVA's premises for use in the event of an emergency.
- Due to our strict BVA food procurement policy, only food or drink purchased through the BVA caterers may be consumed on-site.
- 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.

### Data protection

The information you have provided will be used to manage your room booking and will be held electronically on our secure server based in the EEA. The information will be held for a minimum of 7 years to meet our accounting obligations. Any information about attendees provided as part of the booking will be securely destroyed 3 months after your event. You can find out more about how we handle your information in our privacy policy.