Room Booking Form 2024

Please complete this form, then return the original to our Facilities team at:
BVA, 7 Mansfield Street, London, W1G 9NQ or email it to 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

<table>
<thead>
<tr>
<th>Event date</th>
<th>Start time</th>
<th>End time</th>
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The Aileen Cust Room
30m²

FULL DAY * 7 HOURS £500
HALF DAY (3.5 HOURS) £350
EVENING † £350
LAYOUT REQUIRED (LECTURE/BOARDROOM/CABARET/STANDING)

The George Fleming Room
44m²

FULL DAY * 7 HOURS £500
HALF DAY (3.5 HOURS) £350
EVENING † £350

The Mary Brancker Room
55m²

FULL DAY * 7 HOURS £750
HALF DAY (3.5 HOURS) £525
EVENING † £525

The William Hunting Suite
30m²

FULL DAY * 7 HOURS £500
HALF DAY (3.5 HOURS) £350
EVENING † £350

All prices include VAT where relevant

Discounted room hire is available for BVA members. Email venuehire@bva.co.uk or call 020 7636 6541 for details.
Facilities

Video conferencing £40
Conference call facilities £40
55 and 65 inch plasma screens FREE
Flip chart and pens £10
Photocopying (per sheet) 5p

Special requirements

Please contact our Facilities Team at 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.

Catering

Number of attendees

Tea, coffee, biscuits £3.60 per person, per serving

Bronze lunch £15 per person
Includes meat, fish and vegetarian sandwiches, fruit, juice, water

Silver lunch £18 per person
Includes meat, fish and vegetarian sandwiches, fruit, cakes, juice and water

Gold lunch £21 per person
Includes meat, fish and vegetarian sandwiches, finger food, fruit, cakes, juice and water

Terms and conditions

Booking

Booking and any changes in arrangements must be made through our Facilities Team. Provisional bookings will be held for one month only before automatic cancellation. Confirmation of bookings must be made in writing to Facilities Team 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 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 2025.

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.

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.

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