












## Room hire

Room	BVA members/divisions		Non-BVA members/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
Boardroom	£100	£200	£160	£320	50	25	✓	✓	—	✓	✓
Meeting room	£100	£200	£160	£320	—	10	—	✓	✓	—	✓

## Additional services and equipment

Item	Coffee, tea and biscuits	Sandwich lunch Includes: water, fruit juice, tea and coffee	Executive lunch Includes: as per sandwich lunch, plus finger food and cakes	Security charge For meetings beyond 5.00pm and up to 7.30pm	AV microphone	Flip chart	Plasma TV (meeting room)	Projector (boardroom)	Wi-Fi
BVA members/divisions	£2.10 pp	£12.90 pp	£19.80	£110	Free	Free	Free	Free	Free
Non-BVA members/divisions	£2.70 pp	£15.90 pp	£22.80	£175	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

Email: [roombookings@bva.co.uk](mailto:roombookings@bva.co.uk)

Web: [www.bva.co.uk/conferencerooms](http://www.bva.co.uk/conferencerooms)

### Our meeting rooms

Set in the Georgian headquarters of the BVA, our meeting rooms bring together the historic past of the veterinary profession with a contemporary touch, providing modern 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 Facilities Assistant Katie Bishop at:  
BVA, 7 Mansfield Street, London, W1G 9NQ or email it to: [roombookings@bva.co.uk](mailto:roombookings@bva.co.uk)

### 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  
(meeting room)

Projector  
(boardroom)

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 Facilities Assistant Katie Bishop on: [roombookings@bva.co.uk](mailto:roombookings@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 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 the BVA. \*The BVA's opening hours are from 9.00am to 5.00pm Monday–Friday. Access outside these hours is by prior arrangement only. Coffee and tea is available between 9.45am and 4.00pm.

#### 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 prices for room hire and catering are subject to change from 1 January 2019.

#### 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.
- Due to the BVA offices undergoing a major refurbishment in 2018 we are unable to accept bookings from May until the end of the year. Our newly refurbished meeting rooms will be available from January 2019.