

# 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		FULL DAY * 7 HOURS	HALF DAY (3.5 HOURS)	EVENING †	LAYOUT REQUIRED (LECTURE/ BOARDROOM/CABARET/STANDING)
		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>
		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>
		£750 <input type="checkbox"/>	£525 <input type="checkbox"/>	£525 <input type="checkbox"/>	<input type="checkbox"/>
		£500 <input type="checkbox"/>	£350 <input type="checkbox"/>	£350 <input type="checkbox"/>	<input type="checkbox"/>

\*\* To celebrate the reopening of the refurbished building, we have a special introductory offer of 20% off for all events booked before 30 June.  
Offer applies to room hire costs only and for events taking place in 2019.

## 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).

## 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. 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.

## Catering

Number of attendees

Tea, coffee, biscuits £3 per person

	MORNING	AFTERNOON
	<input type="checkbox"/>	<input type="checkbox"/>

### 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

### 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 the BVA name or logo where it may be implied or assumed that BVA is sponsoring or organising the event.
- Should BVA for any reason beyond its own control be unable to fulfil its commitments, it will not be liable for any damages or compensation.
- 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 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 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.
- BVA operates a no smoking policy throughout the building.

### Data protection

We take your privacy seriously and will only use your information to process your room booking. We will store the personal information you have provided to us on a secure server. Your data will be held for as long as we are providing services for you and in accordance with UK law.