**BDC Room Booking Form**

* We can confirm your booking once this form is completed, signed and returned to us.
* Please ensure you provide final numbers and requirements for all bookings as soon as possible before the event is due to take place. Changes made at less than 24 hours’ notice cannot be guaranteed.
* Our usual opening hours are Monday to Friday, 09.00-17.00
* Please don’t hesitate to contact us on: biorenewables@york.ac.uk or 01904 328040.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company details** | | | |
| **Company name** |  | **PO number** |  |
| **Address** |  | **Invoice address** *(if different)* |  |
| **Contact for booking** |  | **Contact on the day** |  |
| *Telephone* |  | *Telephone* |  |
| *Email* |  | *Email* |  |
| *Print Name* |  | *Signature* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Room booking request | | | | | |
| Event / Meeting title |  | | | | |
| Date required |  | | | | |
| Preferred room | Hops Willow (Please see room details on page 2) | | | | |
| Maximum No attending |  | **Start time** |  | **End time** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refreshments** | **No. Required** | **Time 1** | **Time 2** | **Time 3** |
| **Tea, coffee, biscuits** *(£2 per person)* |  |  |  |  |
| **Lunch** *(£6 per person)* |  |  |  |  |
| **Lunch menu choice** |  | | | |

|  |  |  |
| --- | --- | --- |
| **Equipment** *(tick as appropriate, no extra charge)* | | |
| 🞎 **Smart board** | 🞎 **Flipchart** | 🞎 **Conference phone** |
| 🞎 **Internet connection** | 🞎 **Screen** (large or small depending on room selection) | |

**Room details**

|  |  |
| --- | --- |
| Hops | |
| Maximum seating available | 8 |
| Price per hour | £30.00 |
| Screen | Multi touch interactive LED display – large screen |

|  |  |
| --- | --- |
| Willow | |
| Maximum seating available | 6 |
| Price per hour | £20.00 |
| Screen | Small screen |

**Room layouts**

**Hops**   **Willow**

Screen

Screen

**Lunch**

Cold buffet lunch to include:

* Sandwiches (please specify if you have a particular request otherwise you will receive a pre-chosen selection)
* Savouries selection (to include sausage rolls, quiche and scotch eggs)
* Selection of cakes

*Please specify any dietary requirements in additional information*

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| --- |
| **Additional information** |
|  |

## Terms and Conditions

1. **Interpretation** 
   1. In these Terms and Conditions, unless the context requires otherwise:
      1. **‘Contract'** means a contract between us and you for the provision of Services, incorporating these Terms and Conditions
      2. **'Services'** means all relevant services performed by us for you.
      3. **'Terms and Conditions'** means these standard terms and conditions as set out below.
      4. **'We, us, our**,' means Biorenewables Development Centre (BDC) (company number 07239727) registered office at The Biorenewables Development Centre Limited  
         Heslington Hall, Heslington, York, North Yorkshire YO10 5DD
      5. **'You, your'** means the company, firm, body or person to whom we are supplying the Services.
2. **Agreement**
   1. BDC agrees to provide during standard opening hours meeting rooms and videoconferencing facilities. Standard opening hours for conference and meeting rooms are 0900 – 1700 Monday to Friday (excluding public or bank holidays).
   2. TheContract shall be governed by English law and the English courts.
3. **Use** 
   1. BDC has the right to suspend the provision of the services for reasons of political unrest, acts of God, terrorism, fire, strikes or other events beyond its reasonable control.
4. **Compliance** 
   1. You must comply with all relevant laws and regulations in the conduct of BDCs’ and your business. You must do nothing illegal in connection with the use of BDC services or facilities. You must not do anything that may interfere with the use of the centre by BDC, our resident companies or by others, cause any nuisance or annoyance, increase the insurance premiums BDC has to pay, or cause loss or damage to BDC (including damage to reputation). You acknowledge that any violation by You of the foregoing sentence shall constitute a material default by You, entitling BDC to terminate this agreement, without further notice or procedure.
   2. You must comply with any instructions which BDC impose generally on users of the centre whether for reasons of health and safety, fire precautions or otherwise. Such rules are developed and/or imposed for the safety of BDC clients, resident companies, visitors, contractors, suppliers and employees and to protect their use of the centre as a place of work.
5. **BDC Liability** 
   1. BDC is not liable for any loss resulting from BDCs’ failure to provide any services unless BDC is deemed negligent. BDC is also not liable for any failure until You have told us about it and have given BDC reasonable time to put it right.
6. You accept responsibility for your own equipment whilst on the premises and You are liable at all times for the loss or damage to any of BDCs’ equipment, premises or any other matter not listed. You must have your own insurances in place.
7. **Fees** 
   1. The Fee is the total of the service charges and additional services. Final payment for all services booked under this contract is required upon departure on the day of use. Any resident or external companies may receive an invoice from BDC, where terms have been agreed in advance between both parties.
   2. Use of all services are subject to availability. Any charges for use of additional services (such as administration charges) plus VAT will be charged to Your account at the rate on the day of use and must be settled in accordance with point 6.1. These rates are available upon request at any time.
   3. Late payment: If You do not pay fees when due, a fee may be charged on all overdue balances. If You dispute any part of an invoice You must pay the amount not in dispute by the due date or be subject to late fees. BDC reserves the right to withhold services (including for the avoidance of doubt, denying You access to its services) while there are any outstanding fees and/or interest or You are in breach of this agreement.
   4. We reserve the right to charge interest on overdue accounts, such interest to be calculated daily on the amount outstanding at the rate of 4 per cent above the published base rate of HSBC Bank plc
   5. Insufficient Funds: You will pay a fee of £25.00 for any returned cheque or any other declined payment due to insufficient funds. This fee is payable for each and every instance.
8. **Cancellation** 
   1. Any and all services (including but not limited to catering etc), must be cancelled in accordance with the cancellation requirements below:-
      1. **Meeting rooms**

* 0 – 3 working days No refund
* 4 – 7 working days 25% refund
* 8 – 10 working days 50% refund
* 11+ working days Full refund
  + 1. Any services where BDC incurs charges by third parties on Your behalf will be charged to You regardless of the above cancellation policy.
    2. If a booking is for multiple or consecutive days, the cancellation policy applies to each individual date of the booking.
    3. Number of days noted in the above table are business working days.
  1. You must advise BDC of any cancellation **in writing only** to biorenewables@york.ac.uk.

1. **Changes in Terms** 
   1. BDC reserves the right to amend these terms and conditions at any time.
2. **Discounts, Promotions and Offers** 
   1. If You have benefited from a special discount, promotion or offer, BDC may discontinue that discount, promotion or offer without notice.