

**Education Academy**  
**Room Hire**  
**Terms and Conditions**

***Our aim***

Thank you for choosing the Education Academy at Barts Health. Our aim is to provide excellent education and conference facilities. We operate a flexible approach and are always happy to offer advice and support to make your event a great success.

***Our centres***

<b>Site</b>	<b>Centre</b>	<b>Opening days and Times</b>	
Royal London Hospital	Education Academy Basement Dental Hosp	Monday-Friday	08:00 – 17:30
Mile End Hospital	Education Academy Burdett House	Monday-Friday	08:00 – 17:30
Newham University Hospital	Alan Naftalin Medical Education Centre	Monday-Friday	08:00 – 17:30
Newham University Hospital	Training Suite	Monday-Friday	08:00 – 17:30
Whipps Cross University Hospital	Medical Education Centre, Willow Lodge, Junc 11	Monday-Friday	08:00 – 17:30
Whipps Cross University Hospital	Learning Centre	Monday-Friday	08:00 – 17:30
Whipps Cross University Hospital	Medical Education Training Suite, Junc 8	Monday-Friday	08:00 – 17:00



## **Booking Priorities**

<b>Category</b>	<b>In Advance</b>
'A' Medical & Non-Medical Education, Statutory & Mandatory courses, Inductions and Simulation Training.	1 year
'B' Essential Training (e.g. courses / events organised from within the Education Academy.	1 year
'C' General / Other Training Events organised by Bart's Health staff / Bart's Health courses	6 months
'D' Meetings / Interviews These can be booked providing a room is available.	One month
'E' External bookings These can be booked depending on room availability	3 months

All rooms will be allocated on a first come, first served basis depending on course requirements and the number of delegates in line with the parameters in the table above.

*NB The education academy reserves the right to change / re-allocate rooms, after prior consultation with the booking lead, depending on the requests of other users and room availability.*

## **Booking Process**

You can check room availability by visiting our website at [www.bartshealthacademy.co.uk](http://www.bartshealthacademy.co.uk) or alternatively you can telephone our respective centres.

If you have not used our centres before, we encourage you to come and view our facilities before booking your event. We are more than happy to make an appointment for you! Alternatively you can view our rooms virtually on our website.

When making room enquiries, please ensure that you have the following information to hand:

- Preferred dates
- Start / Finish times
- Title of the event
- Maximum number of attendees
- Preferred room layout
- Audio Visual requirements
- Break out rooms / other course requirements
- Resources eg Flip Charts, Pens,
- Catering requirements and hospitality space



Please inform the respective centre immediately if there are any changes to your booking. If you are planning any deliveries eg course materials or expecting sponsorship for your event, high profile guests or media attention, please let the respective centre know as soon as possible.

Once you have made your booking, you will be sent a confirmation email indicating that is has been successful and approved. We advise you not to advertise your event until you have received this confirmation from us.

By completing a booking, users agree to abide by these Terms and Conditions.

All weekend / out of hours bookings (*Out of hours is before 8am and after 6pm Monday – Friday*) are subject to additional administration staffing costs. The number of staff required will be at the discretion of the centre co-ordinator. Costs for this are included in our tariff.

### **Hire charges**

What's included?

- Room hire
- Data projector, Laptop or PC
- Flip Charts and Pens
- Ad hoc Photocopying up to a maximum of 50 sheets. Additional copies will be charged at 10p a copy.

Rooms are free to use for Bart's Health staff and for Bart's Health courses unless the event is sponsored or generates income in which case external hire rates will apply.

Hire charges apply for all external users of our centres including other NHS organisations unless there are previous agreements in place and therefore the hire fee for these organisations will be waived at the discretion of the senior manager.

Please see our tariff for further details and scale of charges.

### **Cancellations, Amendments and Did Not Attend (DNA)**

All cancellations or amendments must be notified to the respective centre initially by telephone and confirmed in writing by email or letter.

If rooms are cancelled at short notice (ie less than **14 days** before the event is due to take place) or not attended on the day; the Education Academy will charge a fee.

These charges are applicable to both internal and external users as follows:

External users

Cancellations / DNA made 14 days or less	100% charge
Cancellations made 30 days prior to the event taking place	50% charge
Cancellations made more than 30 days prior to the event	No charge



Internal users

Cancellations / DNA made 14 days or less	£100 charge
Cancellations made 30 days or less prior to the event taking place	£50 charge
Cancellations made more than 30 days prior to the event	No charge

### ***Property***

Individuals are responsible for all personal belongings and valuables whilst in our venues. Please ensure that the room is not left unattended and is secure at the end of the event or if left unattended.

The Trust is not responsible for any loss or damage to personal property whilst using/hiring the venues.

### ***Lost Property***

Please be advised that all lost property will be retained for 3 months and if not claimed after this time, will be disposed of or given to charity.

### ***Damage***

The hirer will be held responsible and invoiced for any loss or damage to equipment or property during the period of hire/use. Course leads are responsible for the conduct of their delegates, presenters and visitors at all times during the event.

The Trust shall not be held responsible for the failure of the supply of electricity, leakages of water, fire, riot or any other unforeseeable cause which may result in the premises being temporarily closed or the event interrupted.

### ***Food and Drink***

Our in-house caterers, Elixir, offer a range of refreshments (please see our Hospitality brochure for further information. [\(Add link here\)](#)).

Hot food and drink are not permitted in any of the seminar rooms or skills labs. Dedicated space will be made available for all hospitality.

Externally purchased or provided food and beverages are not permitted unless our in house caterers are not able to meet your requirements. Please notify the respective centre if you are planning to use external caterers for your event. All external caterers will need to supply a copy of the HACCP (Hazard Analysis of Critical Control Points) documentation.

Alcohol is not encouraged on Trust premises however can be provided free of charge and served after 5pm.

**NB** A temporary licence will need to be applied for by the organiser of the event if alcohol is being purchased or any monies exchanged relating to alcohol. Please allow sufficient time to obtain the alcohol licence prior to the event taking place should this be required.



## ***Our Commitment***

The Education Academy will:

- Provide equipped, clean and maintained venues;
- Provide clients with support to set up and arrange venues as required;
- Respond to requests for room availability and confirm room bookings within 4 working days of receipt;
- Adhere to event requests and to notify clients if these are not available and suggest alternatives where possible.
- Provide centre staff that can anticipate and negotiate any onsite difficulties efficiently and effectively;
- Provide IT / AV support for the operation of AV systems and equipment and assist clients with the smooth running of their event;
- Provide clients with Fire Safety and Emergency procedures to ensure the safety of staff, visitors and delegates;
- Arrange for all hospitality to be cleared away from rooms at break times or at the end of the event and
- Provide flip charts, pens and ad hoc photocopying to a maximum of 50 sheets.

## ***Our Expectation***

We expect our users to:

- Adhere to the booking process and provide all necessary information so that the booking can be made;
- Adhere to start and finish times of events as detailed in the booking information;
- Obtain permission from centre staff, prior to the event, to bring in any additional equipment onto the premises and to ensure that it is tested and working appropriately and passed by a suitably qualified person;
- Only use AV equipment following the guidance from centre staff;
- Be responsible for undertaking any risk assessments for their event in a timely manner and to send a copy of these to the education centre for their records;
- Be responsible for ordering their own hospitality requirements, prior to the event, (see hospitality guide). Catering will be set up outside the seminar rooms or in communal areas. If a separate room is required, this will be charged for.
- Inform centre staff of any sponsorship, deliveries, high profile guests or media attention that is expected before and during the event;
- To familiarise themselves with emergency procedures, fire exits, assembly points on arrival and to ensure that attendance registers are kept throughout the event. Course leads and delegates will be required to follow all instructions given in the event of an incident or emergency situation as directed by centre staff;
- To sign out and be responsible for any loaned equipment during the hire period;
- To notify centre staff if any loaned equipment is broken or not functioning properly upon its return;
- Ensure that all bicycles are left outside the education centres in dedicated areas of the Trust. The Trust accepts no liability for any damage or theft to bicycles left in these areas;
- Ensure that the room is returned to its original layout at the end of the event;
- Ensure that the room is left tidy and all rubbish disposed of;



- Ensure that all equipment, lights are switched off and all doors and windows closed when leaving the venue and
- Be responsible for returning keys to centre staff at the end of the event.

