SCHOOL OF ORIENTAL AND AFRICAN STUDIES

INTERNAL ROOM BOOKING TERMS AND CONDITIONS

The Conference Office undertakes advance bookings for internal and external events, which are not part of the normal academic activity. We ask those booking rooms to provide us with accurate information within the timescales outlined. Bookings for events are accepted on the understanding that the organiser, as named in the booking form, accepts these terms and conditions, and abides by the Code of Practice on the Booking and Conduct of Meetings held on School Premises.

Room booking procedure

1. Availability of rooms must be checked with the conference office before organising events.
2. Departments (individual members of staff) cannot book rooms for use by external organisations without appropriate authorisation (see point 3)
3. All room bookings outside of normal academic timetabled activity must be made via the appropriate Faculty administrator, other administrative manager or the Students Union using the Web Room Booking system. Bookings can only be confirmed when supported by appropriate authorisation.
4. The Web Room Booking system enables you to search for available rooms and submit a booking request. Confirmation of your booking will be received via an email, usually the same day. To access the Web Room Booking system please go to: https://roombooking.soas.ac.uk/wrbbttbl1314
5. Provisional bookings will be held for up to 10 working days only. After this period bookings will be released unless confirmed as outlined in point 3.
6. Any internal/external organisation, group, the Students Union (SU), Faculty, centre or administrative department proposing to organise an event on School premises when there is a possibility or probability that the event may give rise to a threat to public order must indicate on the form a ‘Principle Organiser’ (hereafter ‘the organiser) who must attend and be responsible for the event under the terms of the Code of Practice on the Booking and Conduct of Meetings held on School Premises found on the intranet.
7. The SU is entitled to five bookings per year of the Brunei Gallery Lecture Theatre (BGLT) and Brunei Suite. The SU has priority use of VG10 Monday to Friday during teaching weeks. There are however exceptions to this (including any days either side, kept to a minimum, required by Estates and Services to set up and clear the room): (i) the Registry use VG10 for the first two weeks after enrolment at Russell Square in order to process late enrolments; (ii) for the examination period in May/June and September and for any other School exams. No SU
bookings can be made for VG10 during reading weeks or vacations. The SU process their own bookings for the JCR but these are also subject to the Code of Practice.

8. The price of facilities and services shall be in accordance with the published tariff. Charges are normally revised in July each year. However the School reserves the right to alter charges fixed before an event and will do this in consultation with the organiser. If the School does alter charges, the organiser will be given an opportunity to cancel the booking.

9. All budget codes in relation to the charges of events must be stated at the time of booking and agreed in advance and signed off by the budget holder.

10. All confirmed rooms, if not required, must be cancelled to avoid cancellation charges (see point 19).

Guidelines to bookings

11. Booking times must include access for set up and set down time, pre and post events.
12. All events must terminate 5 minutes prior to the agreed booking time.
13. For a suitable room to be matched to the organiser’s requirements, at the time of booking, conference office personnel are to be advised of the required room layout and expected number of attendees. Should it prove necessary to move furniture within a room in order to meet the required room layout, you must submit a job request http://www.soas.ac.uk/estates/request/ to request personnel to move the furniture.
14. Rooms booked should also include the required AV equipment, however should it prove necessary for additional AV equipment to be set up in a room, this must be requested via the IT helpdesk helpdesk@soas.ac.uk at least two weeks prior.
15. Audio Visual technicians must be booked at least 1 calendar month prior to the event. This must be booked directly through the IT Helpdesk via email to helpdesk@soas.ac.uk Should the minimum notice period not be given a technician may not be available. Technicians cannot be booked to operate classroom equipment or to operate equipment that is not provided by the School. Once a technician has been booked the programme for the event must be forwarded to the IT Helpdesk 14 working days prior. Detailed notes on the specific technical requirements must also accompany the programme. If a technician is required outside of normal school hours the department budget code for this chargeable service must be provided (see point 21).
16. It is the responsibility of the organiser to ensure all catering requirements are submitted to the conference office via the intranet catering request form at least 3 weeks prior to the event. Final numbers to be catered for are to be confirmed 4 working days prior to the event. This is the number that will be charged for.
17. A copy of all promotional literature, including invitations/flyers, is to be sent to the Conference Office during the time leading up to the event.
18. Signage for promotional and directional purposes must only be displayed as agreed with the Conference Office.
19. The School reserves the right to offer alternatives to booked rooms should this prove necessary and available; the School cannot accept liability for any inconvenience or loss caused as a consequence of such cancellation.

Charging

20. Room hire for all internal departments for School purposes and for the Students Union is complimentary, on the basis that rooms booked are used. If rooms are not cancelled, a cancellation charge at the current full Academic room hire rate will be charged, unless the room is re-let.

21. The following charges apply to all events booked outside of the normal working hours of the School:

<table>
<thead>
<tr>
<th>CHARGEABLE SERVICE</th>
<th>MONDAY TO FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technicians</td>
<td>£45.00 per hour per technician</td>
<td>£45.00 per hour per technician</td>
<td>£45.00 per hour per technician</td>
</tr>
<tr>
<td>Supporting comments</td>
<td>Charge commences from 5pm Monday-Friday</td>
<td>Minimum charge of 4 hours</td>
<td>Minimum charge of 4 hours</td>
</tr>
<tr>
<td>Catering Labour</td>
<td>Add 15% to the total cost of catering</td>
<td>Minimum weekend labour charge of £75.00</td>
<td>Minimum weekend labour charge of £75.00</td>
</tr>
<tr>
<td>Supporting comments</td>
<td>Charges commence at 5pm with a minimum evening weekday labour charge of £50.00</td>
<td>Minimum weekend labour charge of £75.00</td>
<td>Minimum weekend labour charge of £75.00</td>
</tr>
<tr>
<td>Security</td>
<td>A set fee of £55.00 for events not requiring specific arrangements before 8:15am and after 9:00pm. Specific security arrangements will be charged as pre-arranged</td>
<td>£10.50 per hour for the duration of the event</td>
<td>£10.50 per hour for the duration of the event</td>
</tr>
<tr>
<td>Portering</td>
<td>£15.00 at all times during the week</td>
<td>£12.00 per hour per person</td>
<td>£16.00 per hour per person</td>
</tr>
<tr>
<td>Supporting comments</td>
<td>£15.00 at all time during the week</td>
<td>Minimum charge of 4 hours at the weekend</td>
<td>Minimum charge of 4 hours at the weekend</td>
</tr>
<tr>
<td>DLT retractable seating</td>
<td>£225.00 during School vacation and weekends only</td>
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</table>

22. Any equipment required for the event, which is over and above the normal stock of the School will be charged (the hire cost, including insurance) to the organiser of the event.
23. A surcharge of 15% will be added to all catering requests that are ordered and delivered on the day of the event. Catering requests will only be processed with the appropriate and authorised budget code in writing.

24. There is a minimum catering charge of £10.00 on all functions.

25. All furniture in rooms must, if moved (at your own risk), be repositioned in its standard room layout. If the furniture is not left in the standard layout, a surcharge of £15.00 will be made to the organiser.

26. If the room requires additional cleaning then a surcharge of £15.00 will be charged to the organiser.

27. The organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of the School, where such damage has been caused by the event participants, the organisers, their agents/servants or contractors.

28. Value Added Tax: Tax at the appropriate rate, applying at the time of the event, will be added to all applicable charges. The School is able to provide some services exempt of VAT to suitable qualified organisations/events. You are advised to consult your financial advisor to establish whether you might be eligible for such relief under the VAT (education) order 1987 and notify the conference office of this at the time of confirmation.

Health and Safety

29. The School does not have a Public Entertainments licence, for this reason, tickets cannot be sold at the door of events. Please abide by this.

30. Events are not allowed to exceed the advertised seating capacity of the rooms. Fire exits and fire relating equipment are also to be clear and visible at all times.

31. Elior provides all Catering, the School does not under any circumstances permit the use of external caterers, nor can organisers supply their own food for events. Catering labour charges apply for bookings outside of School hours please refer to point 21 above. There is a corkage charge of £4.00 per bottle to provide your own wine.

32. Audio-Visual equipment under no circumstances can be moved from rooms, if equipment is faulty, damaged or missing, please advise the IT Helpdesk.

33. The School operates a no smoking / naked flames policy; organisers must ensure that all persons attending the event observe this.

34. The organiser is the responsible person for Health and Safety matters relating to an event and must be present at the event to deal with relevant issues. The contact name for health and safety, if not the organiser, must be submitted 48 hours prior to the event taking place. The responsible person attending the event must be a member of School, staff or an SU-designated person logged on the SU booking form and authorised by the SU Co-President Sports & Societies.

Security

35. The School accepts no responsibility for the property of customers and guests of events. Personal belongings should be kept on the person at all times.
36. Where equipment over and above the normal provision has been organised, please ensure all rooms used are locked by security at all vacant times.

37. If an event includes subject matter of a nature, which may attract unwanted attention this must be brought to the attention of appropriate School officers at least 1 calendar month prior to the event taking place. The Code of Practice must then be adhered to by the Principle Organiser.

38. If the event involves speakers or guests requiring special security arrangements this must also be brought to the attention of appropriate School officers at least 1 calendar month prior to the event taking place. The Code of Practice must then be adhered to by the Principle Organiser.

39. The School reserves the right to notify and involve other agencies in the event that it deems there is a risk of public disorder or threat to an individual(s).