

Booking conditions

All booking requests/enquiries must be put in writing and sent to the roombookings@csp.org.uk mailbox.

Please note that the information marked with * on the booking form are mandatory and must be completed at the time of the booking.

Bookings should not be taken as confirmed unless the client has supplied written confirmation to the Society and has received a reply letter and confirmation form in return at least one month prior to the day of when the event takes place.

The room that is booked is the only room that can be used.

Organisers must provide a list of delegates attending the meeting at least a week in advance.

The meeting organiser is responsible for sending Power-point presentations in advance to upload direct to the PC in Council room and save to the appropriate folder, and check that the document can be accessed prior to the meeting, hard copies are made available and put on a USB disk as a back-up. (Steps of how to save your power-point presentations to access in the Council room will also be added onto the intranet and internet)

Catering

Requests for lunch should be requested at the time of the booking made.

Final numbers must be given by the Friday preceding the meeting and can be adjusted within 24 hours notice.

Building access

CSP premises are open from 09:00-17:00 Monday to Friday

The Reception desk is manned from 08:30-17:00 Monday – Friday.
(Clients may gain access to the building in advance of 09.00 by special arrangement)

All visitors must enter via the main entrance at the front of the building and report to reception on arrival and return their passes at reception when leaving the building.

Wheelchair users can access the building at ground level via 14 Jockey's Field entrance with prior arrangement.

Room hire rates

All room hire rates are exempt from VAT.

The hire charges relate to the following sessions:

Full Day Session 09.00 - 17.00 Hours

Part Day Session

Mornings 09.00 – 13:00 Hours

Afternoon 13.00- 17.00 Hours

Clients shall ensure that all persons associated with their event vacate the rooms by the end of the hire period. Clients who over run their booking periods without prior arrangement will automatically be subject to room hire charge at the hourly rate on a "pro rata" basis.

Charges will be revised at year-end in line with inflation.

Equipment and Facilities

Hire of equipment is subject to availability; requests for audiovisual and other equipment should therefore be made at the time of the booking.

Request for photocopying can be made through Facilities and will be charged as follows, amounts under £5.00 must be paid for in cash.

CSP will only accept payment by card with a minimum charge of £5.00 or above or send an invoice for charges of £10.00 and above.

A4 Single sided black and white copies 10p per sheet
A4 Double/Back to back sided black and white copies 5p sheet

A3 Single sided black and white copies 40p per sheet
A3 Double/Back to back sided black and white copies 20p per sheet

Cancellation charges

Payment must be made on presentation of an invoice from the Chartered Society of Physiotherapy.

A month's notice is requested for any cancellation. If any rooms are cancelled after this date, the following cancellation charges will apply.

28 days' notice – 25% of room hire charge
14 days' notice – 50% of room hire charge
7 days' notice – 75% of room hire charge
1-6 days' notice – 100% of room hire charge

Health and Safety

The meeting organiser is responsible for announcing the emergency procedures and familiarising themselves and all attendee of the fire exits.

Fire exits doorways and corridors should be kept clear at all times.

In the unlikely event the fire alarm sounds, the building should be evacuated as quickly as possible via the nearest

Exit, and should report at the assembly point. Visitors must remain there and wait instructions.

Any wheelchair users should be made know to Facilities via the room booking form.