

**CONFERENCE CENTRE AND MEETING
ROOM BOOKING FORM 2010**

PERSONAL DETAILS

Booking Reference:

Name and Address of Organisation:.....
.....
.....
.....

Contact(s):E-mail:.....

Telephone No:Fax No:.....

Date Required:.....

Time Required FromTo

Number Attending: *(to be confirmed at least 48 hours in advance (72 hours for fine dining))*:.....

Room Required:

Room Layout Required *(board/theatre/cabaret)*:

Title of Meeting *(for foyer notice)*:

**PLEASE ENSURE THAT THE TERMS AND CONDITIONS HAVE BEEN READ AND THE
LAST PAGE SIGNED BEFORE RETURNING THE COMPLETED FORM.**

Where did you hear about our venue?

- Agency Website Press Direct Mail
 Colleague Recommendation Other (please state).....

INVOICE ADDRESS

Company:

Contact Name:

Address:.....
.....
.....
.....

Telephone No: Fax No:.....

CATERING REQUIREMENTS

COFFEE/TEA Time(s) _____ <input type="checkbox"/> Tea, Coffee and Biscuits <input type="checkbox"/> Orange Juice <input type="checkbox"/> Cranberry Juice <input type="checkbox"/> Mineral Water	COFFEE/TEA Time(s) _____ <input type="checkbox"/> Tea, Coffee and Biscuits <input type="checkbox"/> Orange Juice <input type="checkbox"/> Cranberry Juice <input type="checkbox"/> Mineral Water	COFFEE/TEA Time(s) _____ <input type="checkbox"/> Tea, Coffee and Biscuits <input type="checkbox"/> Orange Juice <input type="checkbox"/> Cranberry Juice <input type="checkbox"/> Mineral Water
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**Please refer to menu for selections.....*
NB For meetings with tea/coffee only there will be a surcharge of 70p per serving.

Time.....

MENUSelections (if applicable)

.....

Beverages

Wine(please refer to wine list).....

Special dietary requirements (please specify and advise numbers).....

.....

Seated buffet (service charge) @ £3.00 per person Tea/Coffee with lunch @ £3.65 per person

Please advise us of your menu & refreshment choices at least 10 days prior to your event.

AUDIO-VISUAL AND OTHER REQUIREMENTS

THE RUTHERFORD THEATRE AND FRANKLIN THEATRE

The room hire rate includes an AV technician and the following audio-visual facilities. Please indicate your requirements.

<input type="checkbox"/> Data projector (speaker to provide lap-top)	<input type="checkbox"/> Hand-held microphone
<input type="checkbox"/> Lectern & table top microphones	<input type="checkbox"/> Tie-clip microphone
<input type="checkbox"/> Multi-standard video player/DVD player	<input type="checkbox"/> Flipchart

Cabaret Style Set-up – additional charge of £150 (only applicable to the Rutherford Theatre)

THE PHILLIPS, ADA LOVELACE & HERSCHEL ROOM

The room hire rate includes the following audio-visual facilities. Please indicate your requirements.

Please note if you require cabaret set up there will be a supplement of £50

Overhead projector

Multi-standard video player

Data projector (pc not provided)

Lectern microphone (except Ada Lovelace)

Flipchart

ALL OTHER MEETING ROOMS

A data projector & screen and complimentary flipchart is included in all rooms. Please indicate any further requirements.

- Overhead projector @ £50
 - LCD TV and video player @ £80
 - Laptop with office XP £100
 - Extra Flipchart @ £25 each
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ADDITIONAL REQUIREMENTS

Please indicate your requirements.

- Laptop with full Office XP @ £100 per day
 - Extra microphones – price on request
 - Wireless internet connection – no charge
 - Extra Flipchart @ £25 each
 - LCD Television £80
 - Cloakroom attendant/Receptionist @ £130 per day
 - Exhibitor tables (6ft Trestle with cloth) - no charge
 - Poster boards – *price on request*
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SUNDRIES

- Fax @ £1.50 per page
 - Photocopying @ A4 10p, A3 15p per page
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N.B. All prices exclude VAT

TERMS AND CONDITIONS OF ROOM HIRE

1. Smoking

The Institute operates a no-smoking policy. We would be grateful if you could inform your delegates of this policy and ensure that they do not smoke on the front step of the building, blocking the door.

2. Catering

Catering times are difficult to alter on the day and lunch times are fixed. However, should you wish to bring forward times for morning or afternoon refreshments, please speak to the Receptionist as soon as possible.

She will then inform the Catering Department and we will comply with your wishes to the best of our ability.

Food and refreshments must be kept within specified catering areas and should not, under any circumstances, be taken into the Rutherford Conference Centre's lecture hall or the Franklin Theatre lecture hall.

The hirer will not bring any food or drink onto the premises for consumption on the premises and will not permit his/her guests to bring food or drink into the venue.

All full day bookings will only be accepted if clients book their lunch at 76 Portland Place.

3. Registration

Rutherford and Franklin Rooms

A registration desk will be provided for the conference organiser to set up their badges and register their guests in the reception area.

Additional registration desks can be provided for all other meeting rooms if required

4. Cloakroom

A cloakroom is provided in the lower ground floor of the Conference Centre. We would be grateful if organisers could urge their delegates to use this rather than taking coats into the lecture hall. The cloakroom is not manned, the Institute will staff the cloakroom for a fee if required.

5. Mobile Phones

We would be grateful if you would inform your delegates not to use mobile phones in the reception area.

6. Opening and Closing Times

Our building is open at 7.00am, allowing conference organisers to set up stand, send deliveries etc.

The building closes at 18.30. Evening booking will not be accepted unless food is ordered with drinks. Drinks packages have been designed especially for evening functions for a minimum of 50.

The building can be opened for weekend bookings. Please contact the events office for a weekend tariff.

Minimum numbers for weekend bookings are 80 people.

7. Times of Hire

All day bookings constitute 09.00 - 17.30 hours. Half day 09.00-12.30 or 14.00-17.30 hours. Evenings

18.00 -22.00 hours. Functions must end at the times specified on the accepted booking form. Extensions, if possible, will incur additional charges for every 30 minutes extension.

All full day bookings will only be accepted if clients book their lunch at 76 Portland Place.

8. Bookings and Confirmation

All bookings must be on the official 76PP booking form which should be completed, signed and returned by hand, fax or post to 76 Portland Place. If 76PP accepts the booking it will then dispatch a confirmation letter. At this point the booking is firm and both Hirer and 76PP are contractually committed. Prior to that time the booking is not firm.

Consequently the Hirer should not make any announcement regarding use of the premises. Telephone bookings are provisional only. After ten days they will be deleted without further notice.

9. Final numbers

Any amendment to the number of guest attending must be notified to 76PP in writing not less than 3 working days prior to the function. This will be used for catering and room set-up purposes. The amount payable will be calculated on the higher of the number of guests attending on the day, the number stated on the accepted booking form or the number notified not less than three working days prior to the function. Minimum numbers for each room will be charged for all the rooms. The minimum numbers for the Rutherford Theatre are 80 people, the Franklin Theatre 40 people, the Phillips room 15 people.

Regulations as to maximum numbers in each room must be followed.

TERMS AND CONDITIONS OF ROOM HIRE

10. Expiration of the period of hiring

At the end of the period of hiring the Hirer must leave the room in a clean and orderly state free of litter.

11. Payment

Payment of room hire and catering charges is required on presentation of 76PP's invoice 76PP reserves the right to require the payment of all or part of the anticipated cost of the function at any time prior to the date of the function, the amount of which will be determined by 76PP.

12. Prices

The prices are reviewed in time for the new conference season starting in January each year. Hirers who at that time are in the process of, or who have already booked rooms will be given at least three months notice of new prices.

13. Cancellation by Hirer

If Hirer cancels a confirmed booking at any time prior to the function 76PP will make every effort to re hire the room on Hirer's behalf. If 76PP is unable to re hire the room the following scale of cancellation charges will apply:

Cancellations between 10 and 8 weeks prior to the start date: 50% of the room hire and catering charge

Cancellations between 8 and 6 weeks prior to the start date: 75% of the room hire and catering charge

Cancellations less than 6 weeks prior to the start date: 100% of the room hire and catering charge

Notification of cancellation should be advised to IOP as early as possible and in the first instance verbally. It should be confirmed in writing. Definitive cancellation charges will be confirmed after the intended date of the function so that IOP is able to reduce the charge by any alternative business it has been able to secure on Hirer's behalf.

14. Cancellation by 76 Portland Place

If the premises or any part of them are closed due to circumstances beyond 76PP's control or if the Hirer wishes to alter the number of guests attending so that the room originally booked is no longer suitable 76PP will use all reasonable efforts to offer the Hirer alternative facilities within the premises to those originally booked. The Hirer will be consulted but any final decision on this will be made by the Operations Director. If that is not possible, 76PP will use reasonable efforts to suggest alternative venues which might be suitable. If 76PP is unable to accommodate the function in alternative rooms it reserves the right to cancel the booking. 76PP also reserves the right to cancel a booking if: the Hirer becomes insolvent or enters into liquidation, bankruptcy or receivership; or the Hirer is more than 28 days in arrears with any payment due to 76PP. In the case of cancellation due to the premises being closed, but in no other case of cancellation by 76PP any deposit paid will be refunded.

Other than the repayment of deposit following cancellation described above 76PP shall have no further liability to Hirer. In particular 76PP shall not be liable or be required to pay compensation for any loss sustained or inconvenience caused as a result of or in any way arising out of cancellation by it of a booking.

15. Injury to persons and loss of property

76PP will not be liable for the death or injury to any person attending the premises in connection with the function the subject of the hiring or for any losses claims demands actions, proceedings damages costs or expenses or other liability of the Hirer in the exercise of the rights granted by the agreement except where such where such death, injury or loss is due to the negligence of 76PP.

76PP will not under any circumstances accept responsibility or liability in respect of any damage to or any loss of any goods articles or property of any kind brought into or left at the premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of 76PP.

The Hirer is responsible for and must reinstate and make good to the satisfaction of 76PP or make full compensation for any damage to or any loss of property suffered by 76PP or it's employees.

The Hirer will be required to demonstrate that adequate public liability cover in respect of any claims arising from personal death or injury, or resulting of the negligence of the hirer, it's employees, agents or subcontractors is in place. The Hirer indemnifies 76PP and its employees against all such liabilities as are mentioned in this condition and all costs and expenses reasonable incurred in connection therewith.

16. Equipment

No equipment may be delivered without prior agreement. 76PP reserves the right to refuse equipment if it is considered to be dangerous or harmful to the premises or its contents. Equipment should be free standing and may not obstruct any fire exit. No bolts, nails, tacks, screws, bits, pins or like objects are to be driven into any part of the premises nor is any adhesive to be attached to it.

TERMS AND CONDITIONS OF ROOM HIRE

17. Electrical equipment

No lighting, heating, power or other electrical fittings or appliances are to be altered, moved or in any other way interfered with. No additional lighting, heating, power or other electrical fittings or appliances are to be installed or used without prior consent of 76PP

18. Equipment storage

76PP accepts no responsibility for equipment or other goods left on the premises before or after a function. 76PP has limited storage available for Hirer use. This may only be used by prior agreement. 76PP does not accept liability for the loss of or damage to any items stored.

19. Deliveries and Removals

Deliveries and removal of goods to and from the premises may be made on usual working days, Monday to Friday after 7.00 a.m. but before 18.30.

20. Agreement personal to Hirer

The benefit of the agreement is personal to the Hirer and may not be assigned or sub-hired.

21. Exclusivity

Hirer should be aware that there may be other organisations holding functions at the premises at the same time as its function.

22. Insurance from Insurex

If you would like to protect yourselves against the risks of cancellation, damage to property or premises and legal liabilities to Third Parties, please contact 76 Portland Place, 020 7470 4884 for an 'Event Insurance Plan' application form.

76 Portland Place is the brand name of IOP Events Ltd, a wholly owned subsidiary of the Institute of Physics.

23. Legal Responsibilities

76PP must comply with certain licensing and statutory regulations and requires Hirer to fulfill their obligations in this respect. In particular, alcohol may be served up to 11.00 p.m with a 20 minute drinking up period thereafter. Extensions cannot be permitted. Cash bar facilities can be arranged.

No part of the premises is to be used for an unlawful purpose or in any unlawful way.

All visitors to 76 Portland Place must observe 76PP's fire and safety regulation.

If requested by 76PP the guest list must be supplied to reception. This is required for security reasons.

I hereby accept the terms and conditions above

Signature:

Date: