



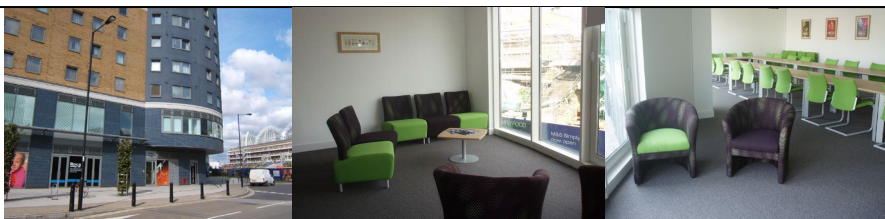
BSA IMPERIAL WHARF MEETING ROOM BOOKING PROCEDURE

1. Contact the Events Team at the BSA office – 0191 383 0839 or email events@britsoc.org.uk to check availability and to provisionally book the room.
2. Once the BSA has confirmed that the room is available and your booking has been entered in the diary provisionally, you will be sent the booking terms and conditions and booking form. You must complete and return this booking form to confirm your booking. By returning the completed booking form you are agreeing to the terms and conditions of hire and the charge of £25 will be debited from your study group's fund.
3. Once this information is received at the BSA office you will receive email confirmation of the booking together with a password for the concierge office and any other information requested.

FACILITIES PROVIDED IN THE MEETING ROOM:

- Air conditioning
- Wireless broadband connection, and 10 wired connection points
- 75" widescreen TV screen, perfect for high-definition presentations and videos, enhancing the overall meeting experience with its large, clear display.
- Portable Hearing Loop
- Flipchart
- Seating available for 40 people theatre style and 30 people boardroom style
- The room divides into two smaller meeting rooms – instructions for use are located in the cupboard at the back of the room

BSA Meeting Room
Suite 2, 2 Station Court
Imperial Wharf
Townmead Road
Fulham
London SW6 2PY
www.britsoc.co.uk/events/meetingroom





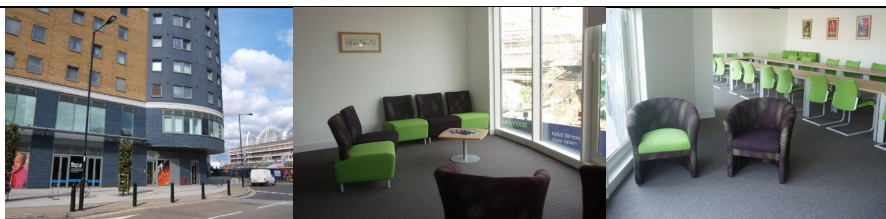
BSA IMPERIAL WHARF MEETING ROOM BOOKING TERMS AND CONDITIONS

The British Sociological Association accepts advance bookings for BSA events. The organiser must provide us with accurate information within the timescales outlined. Bookings for events are accepted on the understanding that the organiser, as named on the booking form, accepts these terms and conditions, and attends, and is responsible for the event.

1. Availability must be checked with the BSA Office before organising and promoting events.
2. Provisional bookings will be held on a first come first served basis. The provisional booking will be held for five working days. A booking is considered confirmed when the BSA office has received and acknowledged (by email) receipt of the meeting room booking form.
3. All confirmed bookings, if not required, must be cancelled to avoid restrictions being placed on future bookings from that group. Room hire for all BSA events is complimentary, on the basis that the room is used.
4. If catering is required it is the responsibility of the principal organiser to order directly with external suppliers.
5. A copy of all promotional literature, including invitations/flyers, is to be sent to the BSA Office prior to the event.
6. All furniture in the meeting room must, if moved (at your own risk), be repositioned in its standard room layout. If the furniture is not left in its standard layout future bookings may be refused or restricted.
7. The BSA will charge a fee of £25 to cover the cost of cleaning of the room after each event. This will be debited from the study groups funds. If the room is left in an unacceptable state and additional cleaning is required then a surcharge of £30 will be charged to the organiser and future bookings may be refused or restricted.
8. The organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment or other property of the BSA, where such damage has been caused by the event participants, their organisers, their agents/servants or contractors.
9. The organiser shall accept full responsibility in the event of emergency evacuation from the building. Please see Emergency Plan and Fire Escape Plan.
10. Events are not allowed to exceed the advertised seating capacity of the room. Fire exits and fire relating equipment are also to be clear and visible at all times.
11. Audio-visual equipment under no circumstances can be moved from the room, if equipment is faulty, damaged, or missing please advise the BSA office.
12. The BSA shall not be responsible for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot restriction or act of God which may cause BSA premises to be temporarily closed or the function interrupted.
13. The BSA reserves the right to cancel confirmed bookings if the subject of the event contravenes BSA aims and objectives.
14. The BSA reserves the right to alter these conditions at any time and without notice

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BSA IMPERIAL WHARF MEETING ROOM ROOM / SETUP ARRANGEMENTS

1. **Keys.** A fob for the main entrance door to the building, plus a key and access code for the meeting room, should be collected from the concierge office prior to the start of your event, and returned to the same place immediately after the event.

The concierge office is located in the main Imperial Wharf complex (a 5 minute walk from the meeting room) in the position shown by a red dot on the image below. It is a round glass building with a green roof.

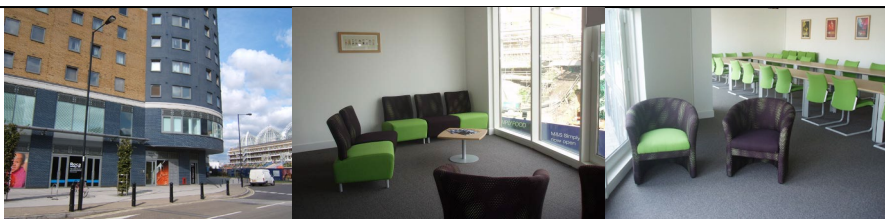
Please note that if these keys fail to be returned a charge of £50 will be made.



2. **Arriving at the meeting room.** If you arrive and find the meeting room is in an unsatisfactory condition, please contact the BSA office immediately so that we can take this up with the previous group to occupy the room. Where possible, photographs and details of the situation should be provided.

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3. **Catering arrangements.** Tea/coffee and any additional catering can be ordered by the organisers from any external catering company. Deliveries and collections must be arranged for times when the organiser is available to allow access to the meeting room.

The BSA Events Team can assist you with booking your catering if required. If you wish to organise the catering independently, you will still need to raise a purchase order with the BSA and get the catering company to reference this on the invoice if you would like the BSA to pay this from your study group funds.

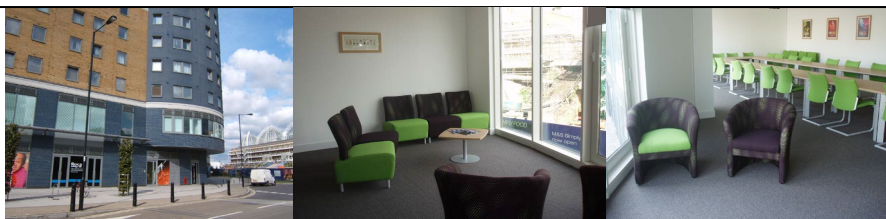
The BSA recommends Cooks and Partners, <http://www.cooksandpartners.co.uk> (telephone 020 77315282). Please note that catering will arrive in large stackable trays. Before collection all crockery, cutlery, glasses etc, must be placed back in the trays ready for the driver to collect. If you do not wish to set-up and clear away, Cooks and Partners can provide a member of staff to do this for you for an extra charge - please ask at time of booking for these costs. Any changes to your booking or cancellations must be made directly with Cooks and Partners as their terms and cancellation policies will apply.

The Waterside Bar is within very easy walking distance of the meeting room, situated on the banks of the Thames. A Michelin trained head chef manages the kitchen team and menus and more information can be found on their [website](#). A number of restaurants can also be found on the Imperial Wharf complex.

4. **Kitchen.** There is a communal kitchen on the same floor as the meeting room, along the corridor on the right hand side. Please treat this with respect and leave this room clean and tidy.
5. **Leaving the room in good order.** All users **MUST** tidy the room using the materials provided (spray, paper towels etc.), and dispose of any rubbish in the Refuse Room which is a few yards down the corridor on the same landing as the meeting room.
6. **Returning the key** – it is **imperative** that the key is returned to the concierge office immediately after the event . **Please remember that a charge of £50 will be made if a key goes astray.**

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BSA IMPERIAL WHARF MEETING ROOM ORGANISERS' CHECKLIST

Before you leave please use this checklist to ensure that you have left the meeting room to a satisfactory standard.

- Wipe all tables and surfaces
- Remove all promotional and directional signage and any blu tack (or equivalent) from surfaces
- Ensure that furniture is returned to the standard room layout.
- If used, return the room divider to its open position and return the instructions to the cupboard at the rear of the room
- Take any rubbish, waste paper and unwanted food to the Refuse Room (down the corridor)
- Turn off all lights, equipment and air conditioning
- Remove all personal items from the meeting room. Any lost property should be handed in at the concierge office as access to the meeting room will not be granted after the key has been returned
- Return the key to the concierge office
- Report any missing, faulty or damaged items to the BSA office immediately

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