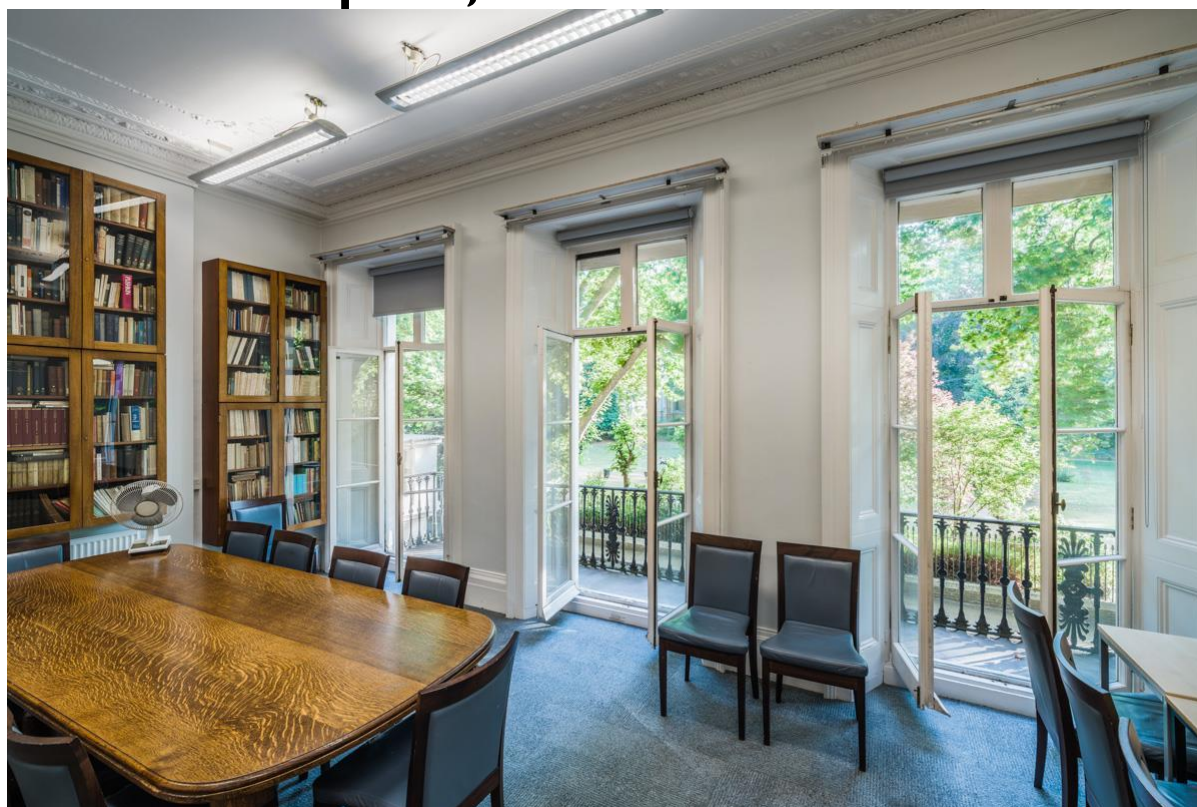


43 Gordon Square, Room 106



Board meeting style: 14 – 16 people seated
 Lecture style: 24 people
 Event/reception style: 24 people

Hire Charges for School of Arts – Room 106

	Half Day (9am – 1pm OR 1pm- 5pm)	Full day AM (9am-5pm)	Evening sessions (6pm-7:30pm OR 7:30pm – 9pm)	Full Evening (6pm – 9pm)	Per hour rate up to 2 hours
Internal (BBK)	£130	£250	£50	£100	£35
External	£160	£300	£80	£140	£40

Cancellation Policy

Less than 10 days notice: 100% fee
 11 to 20 working days notice: 25% fee
 More than 20 working days notice: No charge

AV Facilities

Room 106 has a fixed data projector (for PowerPoint presentations), screen and lectern. USB sticks, and similar can be used in the fixed PC and DVD/Blu-ray discs can be played from the Blu-ray player.

AV technical support is not offered as standard with the room booking. However, if you would like this for your event, please request on booking. The charge for this is £10.58 per hour with a minimum booking of two hours. This must be booked at least two weeks before your event.

Conditions

All bookings must be confirmed in writing.

Rooms must be vacated 5 minutes prior to the allocated time.

Any damage or breakages incurred must be paid for in full.

No blu-tack to be used in the room.

The School of Arts cannot accept any responsibility for liability, loss or damages to the hirer's property.

This room is not centrally booked and therefore setting up the room is the **responsibility of the organiser**. The cleaners will empty bins and periodically Hoover, but they do not move furniture so the organiser is also responsible for **leaving the room in the correct layout** (see below). If the room is not left in a tidy fashion with furniture in the standard layout we reserve the right to charge an additional penalty fee of £50, or refuse future bookings.

Please close all windows and the door once your event is finished.

The standard layout of the room is for the boardroom table to be surrounded by the 12 cushioned chairs and located in the centre of the room as you enter. Additional chairs are available in the room and should be stacked in the corner after use. If any furniture is removed from the room it must not be stored in corridors as that constitutes a fire risk, and it must be returned at the end of your event.

Please note that smoking is strictly prohibited within the university buildings.

43 Gordon Square, Room 106 hire will follow the same terms and condition as the Birkbeck Room Booking policy.

http://www.bbk.ac.uk/roombookings/home-page-content/copy_of_Termsconditions1213.pdf

Room 106 belongs to the School of Arts and can be internally booked by:

Arts Events – arts-events@bbk.ac.uk