



Business Centre

**Meeting Room Terms & Conditions
And
Site Information**

CONTENTS

Page No.	Content Description
2	Meeting Room Booking T&Cs
4	Access Arrangements
4-6	Fire Safety Information
7	Smoking Policy
7	Health & Safety
8	Car Parking
8	Car Charging

MEETING ROOM BOOKING TERMS & CONDITIONS

- Opening hours: Mon- Fri 9am -5pm. Alternative hours POA.
- Facilities include: WiFi; TV; meeting owl camera & microphone; flip chart (plus projector & screen in the Diamond Suite only)

Room	Size (approx.)	Max. recommended capacity for available layouts					Price (+ VAT)	
		Boardroom	Horseshoe	Theatre	Classroom	Banquet	Full Day	Half day
Diamond Suite	1162sf	24	20	60	24	36	£200	£135
Sapphire Suite	164sf	10	n/a	n/a	n/a	n/a	£100	£65
Ruby Suite	130sf	4	n/a	n/a	n/a	n/a	£50	£30

- Meeting rooms are available to the public for half or full day bookings – subject to availability.
- Morning sessions are from 9am to 12.30pm unless agreed otherwise.
- Afternoon sessions are from 1.30pm to 5pm unless agreed otherwise.
- Full day sessions are from 9am – 5pm unless agreed otherwise.
- Please contact reception if you would like a room beyond the times above.
- Meeting rooms will be cleaned between bookings.
- Payment must be made online in full before use of any meeting room.
- Full day bookings may be made up to 12 months in advance
- Half day bookings may be made up to 4 months in advance
- If it is necessary to cancel or re-schedule a booking the following terms will apply:
 - A booking may be rescheduled once without charge.
 - For subsequent rescheduling it will be necessary to cancel and re-book.
 - If a cancellation is made the following charges will apply:
 - Cancellations made more than 2 months in advance of the meeting date full refund less £5 + VAT administration charge.
 - Cancellations made between 1 and 2 months of the meeting date 75% refund, subject to a minimum £5 +VAT administration charge.
 - Cancellations made between 1 week and 1 month of the meeting date 50% refund
 - Cancellations made within 1 week of the meeting date – no refund.
- Photographic identification and/or proof of booking may be required on arrival at Eventus before access to the meeting room is permitted.
- Each booking/payment must be made individually by using the booking function on the Business Lincolnshire website. Alternatively, please contact Eventus reception if you wish to discuss multiple bookings.
- Online bookings must be made in advance. Please contact reception if immediate availability is needed.

- If a room is booked part way through a morning or afternoon payment for the full session will still be required.
- No refund will be given if a room is vacated part way through the session.
- VAT is payable for all meeting room bookings.
- All user belongings, refuse and other items must be removed at the end of each session and rooms must be left in the condition found. Charges may be levied for any damage caused or for abnormal cleaning costs.
- Room prices will be reviewed annually. Prices will be honoured for pre-booked meetings occurring within 2 months of the date of any price increase. For meetings booked further in advance, the organisers will be notified of the change and may either proceed at the new rates or cancel without charge.

ACCESS ARRANGEMENTS

Please report to reception on arrival at Eventus. Staff will then direct you to the relevant room.

FIRE SAFETY

- Anyone booking a conference or meeting room should provide details of the lead person for that conference or meeting.
This must be someone who will be in attendance for the duration of the meeting.
- The lead person must report to Eventus reception on arrival, before the start of the meeting. The Eventus receptionist will give instructions on fire evacuation to the lead person and they in turn will be required to cascade that information to all those attending their meeting or conference.
- In the event of an evacuation of the building the lead person will be responsible for ensuring that all those attending the meeting or conference are safely evacuated from the building and must confirm that this, as soon as possible, to the Eventus staff member present at the Fire Assembly Point.

IF THE FIRE ALARM RINGS CONTINUOUSLY:

- **EVACUATE the building** close all doors behind you and leave by the nearest fire exit (plan attached)
- **DO NOT stop to collect belongings.**
- **ASSEMBLE** at the Fire Assembly Point at the rear of the Car Park.
- **REPORT** to the member of Eventus staff on duty.

IF YOU DISCOVER A FIRE:

- **SOUND** the nearest Fire Alarm.
- **INFORM RECEPTION** giving the exact location of the fire.
- **EVACUATE** immediately to the Fire Assembly Point. (See enclosed plan)
- **REPORT** to the member of Eventus staff on duty.

POINTS TO NOTE

- Eventus fire alarm is tested at 16:30 on Wednesdays. No action needs to be taken. During the test the alarm will sound for a short period (approx. 20 seconds). If the alarm continues to sound you must assume this is a real fire and follow the normal fire drill.
- Fire extinguishers are available throughout the building.
- Fire exits and escape routes must be kept clear of obstructions.
- Eventus staff must be given advanced notice if anyone attending the meeting or conference that you are booking, are likely to require assistance in the event of an emergency evacuation. In such circumstances all parties must co-operate to ensure that suitable measures can be put in place.

FIRE ARRANGEMENTS FOR PERSONS WITH A DISABILITY

Anyone attending Eventus who has a disability and may require assistance with evacuation in the event of a fire must report to reception and complete a Personal Emergency Evacuation Plan (PEEP).

The meeting and conference rooms bookable by the public at Eventus are all situated on the ground floor for ease of access.

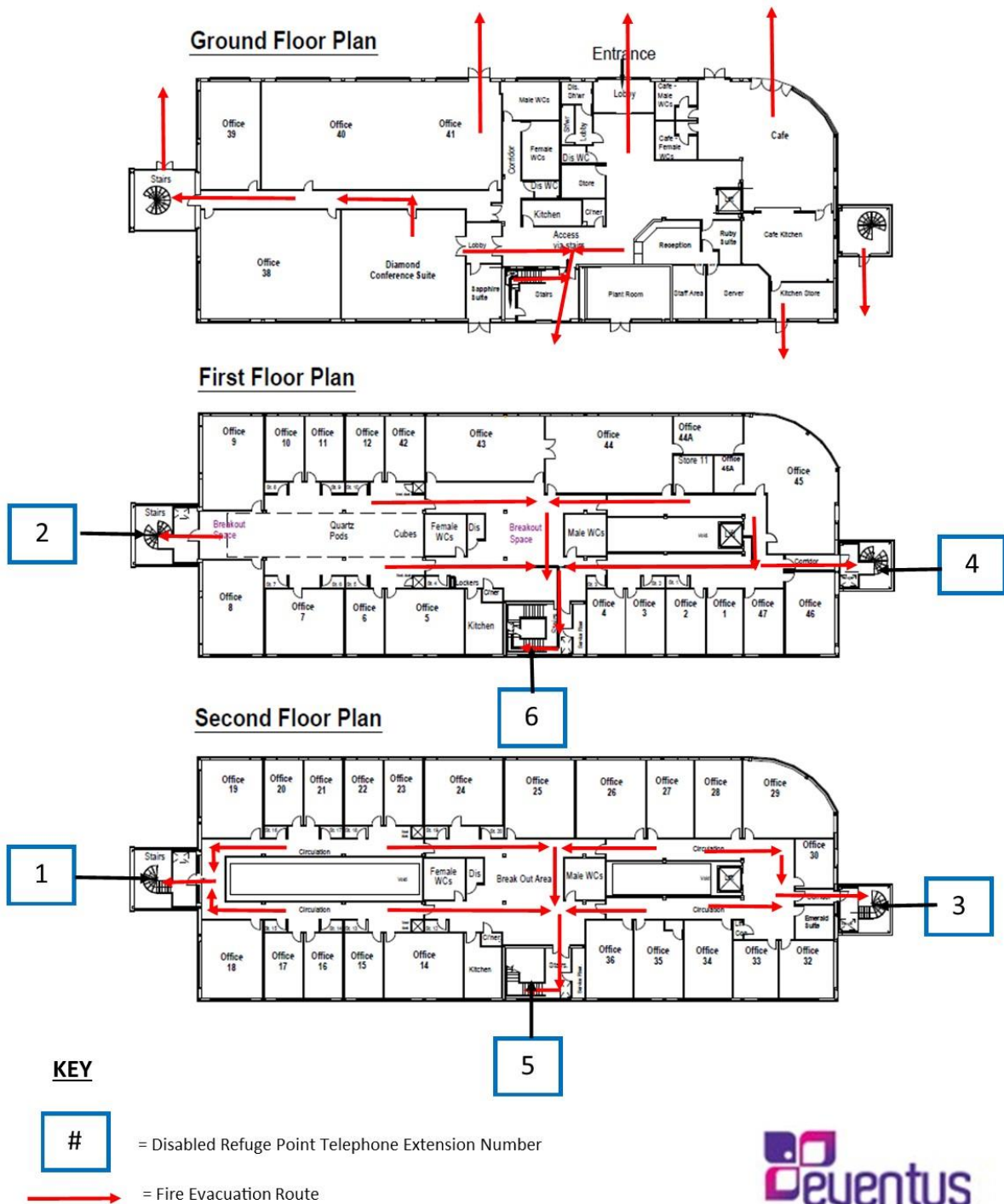
If the fire alarm sounds:

- Proceed to the nearest clear exit at your own pace.
- DO NOT stop to collect belongings.
- Make your way to the Fire Assembly Point at the rear of the car park.
- Report to the member of Eventus staff on duty.
- The lead member of any meeting or booking should provide any necessary assistance to ensure the safe evacuation of any of their visitors.

FIRE PLAN

Fire Evacuation Route and Disabled

Refuge Call Points



SITE PLAN SHOWING FIRE ASSEMBLY POINT



SMOKING POLICY

Lincolnshire County Council operates a No Smoking policy

Smoking will not be permitted in any areas which are enclosed or where smoke may drift in through windows or doors in the Business Centre. This applies to tenants' units, along with all common areas, meeting rooms and unoccupied units.

Non-smoking areas also include the front entrance area, the fire escapes and areas in close proximity to the building.

There are cigarette disposal bins in the car park for extinguishing cigarettes before entering the building.

The designated smoking shelter is to the front of the building, between the bin store and the bicycle store. It is not acceptable to smoke just outside of the door, near windows, or when using the path adjacent to the building.

Cigarette Disposal facilities **are** provided and **MUST** be used.

USE OF E-CIGARETTES:

The same prohibitions and restrictions that apply to the use of cigarettes on site apply to the use of e-cigarettes

HEALTH & SAFETY

If any accident or incident occurs in the communal areas of the building this must be reported to a member of Eventus staff immediately.

If you discover a suspicious object this must be reported to a member of Eventus staff immediately.

All electrical appliances brought to Eventus should be in safe working order, tested regularly by a competent electrician and comply with current regulations.

The premises must be kept clean and free from any fire or health hazard. Refuse should be put in the bins provided and users should behave responsibly at all times, particularly in regard to noise, cleanliness, security and safety.

CAR PARKING

Car parking at Eventus is shared and available to all users on a first come first served basis. Use of the car park is at the users own risk and Lincolnshire County Council accept no responsibility for any loss or damage that may occur.

Users are asked to be considerate to others when parking. In particular:

- Park only within marked bays, NOT on pathways, landscaped, or other non-designated areas.
- Please do not bring over sized vehicles onto site.
- Disabled spaces are for the use of blue badge holders only. If you have a temporary disability which for a short period of time may make use of an ordinary space difficult please speak to reception in advance and we will try to assist where possible.

- Where possible please try to car-share, both for environmental benefit and out of consideration for others who may need to park during busy periods.

CAR CHARGING

Subject to availability electric car charging is available on site to users of Eventus.

Before using the chargers for the first time, or after changing vehicles, please let reception know your name, registration number and contact details (phone and email) so that, if you have finished charging and someone else wishes to use the charger, we can let you know so that you can move your car to facilitate this. It would be appreciated if, in any event, you would move your car to alternative space as soon as you have finished charging.

Please be considerate to others who may wish to use the car park and surrounding spaces and ensure that your charging cable is kept within the space in which you are charging.

