

**BLAIR BELL EDUCATION CENTRE
VENUE BOOKING FORM**

Company Details

Invoice to _____

Full Address _____

Nature of Business _____

Booking Contact

Name of Person Booking Venue _____

Job Title _____

Tel No. _____ Fax _____ E mail _____

Date Form Completed _____ Signature _____

Event Details

Event Title _____

Event Description _____

Date & Time (from and to) Venue Required _____

Expected Number of Delegates _____

**PLEASE NOTE THAT DELEGATES ATTENDING BETWEEN MONDAY TO FRIDAY FROM 9:00AM TO 5:00PM
MUST USE THE CAR PARKING FACILITIES AVAILABLE FREE OF CHARGE ON MULGRAVE STREET**

Venue Requirements

Please tick as required:

Blair Bell Lecture Theatre Seminar Room 1

Seminar Room 2 Aintree Suite

Atrium

*Priority will be given to Lecture Theatre for use of Atrium (refreshments/food)

Please Specify Room Layout Requirements _____

Equipment Requirements

Audio Visual Equipment Required _____

Catering Requirements

CATERING MUST BE ORDERED WITH OUR IN-HOUSE CATERERS, SODEXHO.

PLEASE ORDER DIRECTLY WITH SODEXHO, TELEPHONE AND FAX NUMBER – 0151 702 4099

Additional Requirements:

PLEASE RETURN TO: CHRISTINE WALKLEY, EVENT CO-ORDINATOR, LIVERPOOL WOMEN'S NHS FOUNDATION TRUST, CROWN STREET, LIVERPOOL, L8 7SS TEL: (0151) 702 4412 FAX: (0151) 702 4415

PLEASE NOTE – ALL BOOKINGS MUST BE PAID FOR IN ADVANCE.

BOOKING FORM TO BE RECEIVED AT LEAST 1 WEEK BEFORE REQUIRED DATE(S). FAILURE TO COMPLY MAY RESULT IN THE VENUE AND OTHER REQUIREMENTS BEING UNAVAILABLE.

NO REFUND CAN BE GIVEN FOR CANCELLATIONS OF LESS THAN 14 DAYS NOTICE.

For Office Use Only

Booking Reference _____

Event Code _____

Invoice Details:

Venue Cost Category _____

Invoice Request to Finance by _____ Date _____

Notes:

BLAIR BELL EDUCATION CENTRE

TERMS AND CONDITIONS FOR ROOM BOOKINGS

PROVISIONAL BOOKINGS will be accepted by phone for external bookings. Internal bookings Organisers are obliged to use Groupwise (schedule appointment).

The person responsible for the booking and payment of fees must complete a booking form in order for booking to be confirmed. Failure to return a completed form to the Events/Conference Co-ordinator within seven days may result in the room(s) being re-allocated.

Confirmation of bookings will be issued by the Events/Conference Co-ordinator and will include room allocation and confirmation of any additional requirements for the event.

The Events/Conference Co-ordinator reserves the right to alter individual room bookings to ensure maximum usage of the Centre.

The Organisers will be held responsible for adhering to booking times.

CANCELLATIONS: Organisers must inform the Events/Conference Co-ordinator in writing giving at least 14 days notice. If this is not received, refunds cannot be made.

ROOM LAYOUT: Major changes to room layout must be organised through the Events/Conference Co-ordinator in advance of the event. The Organiser may make minor changes to the layout of the furniture on condition that it is returned to its original layout prior to vacating the room.

CATERING: All catering should be arranged directly with our in-house caterers, Sodexho. The telephone number for Sodexho is 0151 702 4099. Our in-house caterers are able to accommodate most requests with prior notification.

AUDIO VISUAL EQUIPMENT: All A.V. equipment listed in the room details is included in the room hire charge. Only A.V. requirements clearly stated at the time of the booking can be guaranteed. However, we will try to accommodate your requirements where possible.

Guidance Notes for Internal Staff:

1. Ensure that the room you book is adequate size for your event. Please also note that it is **your responsibility** to inform the Education Centre staff or Sodexho how you need the room arranged with adequate time for this to be arranged.
2. Internal Room Bookings should always be made on line using Groupwise. By co-operating with this method you are able to view your booking at all times.
3. The Atrium Area is allocated to the training event or conference taking place in the Lecture Theatre and this always takes priority.
4. Minimum numbers of delegates for events should be put on the "schedule new appointment" or booking form when making a booking. This is to ensure that larger meetings can be swapped around if necessary.
5. Clinical Skills Laboratory should only be used as a clinical tutorial room for practical skills training.
6. A.V. assistance out of core hours can be arranged by prior notice to Debbie Sweeney, Education Centre Manager.
7. **Internal Mandatory Training** is not chargeable for hire of rooms within the Education Centre. Please try where possible to plan ahead to avoid disappointment.
8. Any suggestions or queries should be directed to Debbie Sweeney, Education Centre Manager x 4065. Debbie.sweeney@lwh-tr.nwest.nhs.uk

The Blair Bell Education Centre Staff endeavour to provide a quality service and thank you for your co-operation on the above.