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| **ITM Event Contact:** | ITM Reception |
| **Telephone:** | 0121 371 8001 |
| **Email:** | med-itmbookings@contacts.bham.ac.uk |

Thank you for your enquiry to book a conference room at the Institute of Translational Medicine (ITM).

Please following the following booking guidelines to help with the smooth process of your booking and confirmation.

1. Please read the Terms and Conditions (page 2). Once read, please enter your name and date at the end of this page to confirm you have read the terms and conditions.
2. Please complete the ITM Conference Booking Request form (page 3) ensuring all fields have been completed. Any fields left blank will delay the process of your booking as we will not be able to accept your request until all fields have been completed.
3. Catering - you will need to book the Café breakout room if you are requesting to book the lecture theatre with catering. If you require catering, further information will be sent on request.
4. Once you have signed the Terms and Conditions and completed your Booking Request Form, please email it to [**med-itmbookings@contacts.bham.ac.uk**](mailto:med-itmbookings@contacts.bham.ac.uk)
5. Once your booking has been accepted you will get a Booking Confirmation emailed to you.

**Terms and Conditions**

## **Provisional Bookings**

The ITM may agree to you making a provisional booking. You may cancel provisional bookings without penalty. While the ITM holds a provisional booking, we will not allocate to other customers the facilities that you have provisionally booked, unless you agree. The ITM agrees to hold a provisional booking for 14 days.

All bookings will be regarded as provisional until a confirmation letter or email for the required services has been received, duly signed by you. By confirming your booking, you are accepting these terms and conditions. The ITM reserves the right to cancel the provisional reservation if written confirmation has not been received within 14 days of the provisional booking.

## **Access to the ITM**

There is no access to the ITM before 08.30 unless previously agreed with the ITM Operations Manager. Bookings are required to finish at the time agreed when the booking is made. Extensions to such agreed times shall not be possible without prior agreement with the ITM Operations Manager. Bookings which finish after the agreed time will incur a charge of £150 per hour or part of an hour.

## **Payment**

The Invoice will be sent by the University of Birmingham within 28 days of the event finishing. Payment is required in Sterling only. Payment should be received in full within 30 days of the invoice being issued.

## **Cancellations**

In the event the Hirer cancels a booking, the following charges will be applied (charges will not be applied to cancellations of provisional bookings):

* Less than 60 days’ notice: 25% of room charge
* Less than 30 days’ notice: 50% of room charge
* Less than 14 days’ notice: 100% of room charge

Notice should be given in writing and will be effective as soon as they are received by the ITM.

The ITM reserves the right to cancel any booking or event if the holding of the room is prevented by reason of circumstances beyond the control of the ITM. We also reserve the right to cancel any booking that if in the opinion of the ITM may damage our reputation.

## **Third Party Personal Insurance & Liability**

The ITM shall not be responsible for any loss or damage to property arising out of the holding of an event even if secured in our cloakroom or storage facilities. The ITM shall not be responsible for any injury, which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Nor shall the ITM be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God that may cause the ITM to be temporarily closed or the event interrupted.

## **Charges & Penalties**

The ITM reserves the right to charge the organisation or event lead the whole cost of repairs, maintenance or cleaning including bank charges for any damage, spillage etc. regardless of intent

## **Food, Drink & Smoking**

You may not, nor any member of your party, bring food or drinks onto any ITM premises to consume without the ITM’s agreement. All catering must be ordered through the ITM catering suppliers. Smoking and Vaping is prohibited in the ITM and all Trust Areas apart from the red shelters designated for smoking.

**Freedom of Speech**

You should inform the ITM of any guest speakers. The ITM reserves the right to require a Freedom of Speech form to be completed by any speakers at the event. This form should be completed no fewer than 14 days prior to the event taking place.

**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

### Institute of Translational Medicine - Conference Booking Request Form

**Please ensure all fields of this form are completed.**

**Failure to complete all fields will delay the booking process.**

**Date of Request:** Click or tap to enter a date.

**Organisation**: University Hospital Birmingham NHS Trust (UHB):

University of Birmingham (UoB):

External Organisation:

**Contact Name**: Click or tap here to enter text.

**Contact Number**: Click or tap here to enter text.

**Email Address**: Click or tap here to enter text.

**Dept/Company Name**: Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**Date of Conference**: Click or tap to enter a date.

**Title of Conference**: Click or tap here to enter text.

**Start Time**: Click or tap here to enter text. **End Time**: Click or tap here to enter text.

**Room Required**: Lecture Theatre (max 60 Delegates):

Café Room (book with Lecture Theatre if catering required):

Board Room (max 16 Delegates):

**Number of Delegates**: Choose an item.

**Catering Required**: Yes:  No:

**Video Conferencing Required**: Yes:  No:

**Please bring your own laptop**

**Additional Enquiries/Equipment**: Click or tap here to enter text.

**FINANCE – this section must be completed fully:**

Please provide your organisation’s budget code as below, and if you are an external organisation, please provide purchase order number if required and full invoice address.

**UHB Cost Code**: Click or tap here to enter text.

**UoB**:

**Project Ledger Code**: Click or tap here to enter text.

**General Ledger Code** (please ensure all 4 elements of this code is provided): Click or tap here to enter text.

**Purchase Order Number**: Click or tap here to enter text.

**Invoice Address**: Click or tap here to enter text.