

# Sitra training room hire

3<sup>rd</sup> Floor, 55 Bondway, Vauxhall, London, SW8 1SJ

## Prices

Prices to be applied to new bookings for dates from 1 Aug 2010 – April 2011

### Room hire

	Price (per day)	Includes
<b>Room hire full day (9am-5pm)</b>	£150.00 + VAT	Set up of room, open 15 minutes before commencement of booking.
<b>Room hire ½ day (9am -1.00pm or 1.00pm – 5.00pm)</b>	£100.00 + VAT	Set up of room, open 15 minutes before commencement of booking.

### Catering

	Price (per person)	Includes
<b>Refreshments</b>	£6.50 + VAT	Unlimited refreshments during the course of the booking period including – a selection of hot drinks, juices, water biscuits, snacks & ice-creams.
<b>Lunch</b>	£7.50 + VAT	This lunch consists of a selection of sandwiches, crisps and fruit. For other menus please enquire. Vegetarian options are provided as standard. Other special diet menus are available upon request.

### Equipment

	Price (per item/per day)	Includes
<b>Flipchart, pad and pens</b>	£15.00 + VAT	Set up
<b>Laptop</b>	£90.00 + VAT	Set up
<b>Data Projector</b>	£90.00 + VAT	Set up
<b>Overhead Projector</b>	£20.00 + VAT	Set up
<b>Video and Radio</b>	£20.00 + VAT	Set up
<b>Photocopying</b>	£0.35 + VAT	An administrator will make copies upon request during booking period.

## **Terms & Conditions and other notices**

### **Room Capacity**

20 Maximum

### **Venue Address**

Sitra Services, 3<sup>rd</sup> Floor, 55 Bondway, Vauxhall, London SW8 1SJ

### **Accessibility**

Disabled access and disabled WC facilities. Special diets catered for upon request (vegetarian options provided as standard).

### **Health and Safety**

Delegates must take note of the fire safety and swine flu notices provided in the training room and annexe at the beginning of the day. Should there be a fire drill/alarm test you will be notified before this happens. If the fire alarm does sound without warning please exit as per the instructions in the training room notice and follow any direction provided by the onsite fire marshals. First aiders are also on site.

Please ensure that rubbish is disposed of in the bins provided.

Delegates must heed notices regarding use of facilities.

Please heed any other health and safety notices and take note of exits.

Please do not enter any stock cupboards/boxes of stock. Items will be regularly refreshed, but should this go unnoticed please ask a member of Sitra staff to replenish the stock.

Please report any technical issues immediately to Sitra staff.

Please do not attempt to resolve any technical issues pertaining to Sitra property – e.g. data projectors, coffee machine etc. as this may result in costly damage for which the client may be liable.

We are unable to allow delegates to use microwave facilities.

Delegates must not smoke inside the building or prop open the main door on the ground floor when smoking outside.

Access to private areas (Sitra main office) is not permitted unless authorised by Sitra staff.

Catering numbers must be ordered 3 working days or more in advance. If not Sitra cannot guarantee that these facilities will be made available and reserve the right to ask the hirer to make their own catering arrangements.

Sitra reserves the right to remove any person(s) causing disturbance/safety issues during the booking period. It is the responsibility of the hirer to ensure all delegates behave appropriately on Sitra premises and adhere to our terms and conditions.

### **Cancellation Policy (all cancellations must be made in writing)**

In the case of the cancellation of a confirmed room booking Sitra reserves the right to charge the following:

*16 - 30 working days notice – 25% room hire*

*11-15 working days notice – 50% room hire*

*4 – 10 working days notice – 100% room hire*

*3 working days or less – 100% room hire 100% lunch catering*