

Care City Room Booking Terms & Conditions

June 2019

Review June 2020

Background

Care City Innovation C.I.C is a health and social care Innovation Centre delivered with and on behalf of the local community and comprising of local authorities, commissioners, NHS providers and voluntary sector organisations across East London. Care City Innovation C.I.C provides a mechanism for partnership working across traditional organisational boundaries, and brings critical links with academic and industry leaders. With a dual focus of healthy ageing and social regeneration, the programme of work spans four domains, Innovation, Research, Education and Community.

In addition to our primary work streams, Care City Innovation C.I.C also acts as a neutral venue in the centre of the community that is available to hire by health, social and local authority services. We have 7 meeting rooms with an overall capacity of 186 people. Room hire is a significant source of income and will ensure the sustainability of Care City Innovation C.I.C and all of the benefits it brings for the wider community.

The Rooms

The Orange Room

Layout	Capacity	Facilities	Price (per hour excl VAT)
21m ²			
Lecture	15	<ul style="list-style-type: none"> • WiFi • Power Outlets • Table Top Projector • Conference Phone • Portable Projector Screen • Video Conferencing 	£20
Classroom	10		
Boardroom	10		
'U Shape'	6		

The Lime Pod

Layout	Capacity	Facilities	Price (per hour excl VAT)
Banquet	4	<ul style="list-style-type: none"> • WiFi • Power Outlets • Conference Phone 	£20

The Pink Room

Layout	Capacity	Facilities	Price
--------	----------	------------	-------

34m ²			(per hour excl VAT)
Lecture	24	<ul style="list-style-type: none"> • WiFi • Power Outlets • Ceiling Mounted Projector • Conference Phone • Wall Mounted Projector Screen • Video Conferencing 	£20
Classroom	20		
Boardroom	16		
'U Shape'	10		

The Blue Room

Layout 30m ²	Capacity	Facilities	Price (per hour excl VAT)
Lecture	24	<ul style="list-style-type: none"> • WiFi • Power Outlets • Table Top Projector • Conference Phone • Portable Projector Screen 	£20
Classroom	20		
Boardroom	18		
'U Shape'	16		

Training Room 1 & 2 (Combined)

Layout 120m ²	Capacity	Facilities	Price (per hour excl VAT)
Trade Show (8' x 10' booths)	8	<ul style="list-style-type: none"> • WiFi • Power Outlets • Ceiling Mounted Projector • Conference Phone • Wall Mounted Projector Screen • Hand Held Microphone 	£80
Banquet	70		
Lecture	100		
'U Shape'	40		

Training Room 1

Layout 60m ²	Capacity	Facilities	Price (per hour excl VAT)
Trade Show (8' x 10' booths)	4	<ul style="list-style-type: none"> • WiFi • Power Outlets • Table Top Projector • Conference Phone • Portable Projector Screen • Hand Held Microphone 	£40
Banquet	35-40		
Lecture	50		
'U Shape'	20		

Training Room 2

Layout 60m ²	Capacity	Facilities	Price (per hour excl VAT)
Trade Show (8' x 10' booths)	4	<ul style="list-style-type: none"> • WiFi • Power Outlets • Table Top Projector • Conference Phone • Portable Projector Screen • Hand Held Microphone 	£40
Banquet	35-40		
Lecture	50		
'U Shape'	20		

Simulation Learning Suite A

Layout	Capacity	Facilities	Price (per hour excl VAT)
The simulation learning suites can be booked together or individually for role-play training sessions where participants are placed into a simulated realistic situation and their behaviour recorded (video and audio) and streamed to meeting rooms so that they can reflect on their behaviours with peers and trainers. There is also a two way mirror between the two simulation suites.		<ul style="list-style-type: none"> • Ceiling Mounted Camera • Ceiling Mounted Microphone 	£20

Simulation Learning Suite B

Layout	Capacity	Facilities	Price (per hour excl VAT)
The simulation learning suites can be booked together or individually for role-play training sessions where participants are placed into a simulated realistic situation and their behaviour recorded (video and audio) and streamed to meeting rooms so that they can reflect on their behaviours with peers and trainers. There is also a two way mirror between the two simulation suites.		<ul style="list-style-type: none"> ● Ceiling Mounted Camera ● Ceiling Mounted Microphone 	£20
Boardroom	6	<ul style="list-style-type: none"> ● WiFi ● Power Outlets ● Table Top Projector ● Conference Phone ● Portable Projector Screen 	£20

Room Booking Process

Customers wishing to book rooms should be directed to <https://carecity.roombookingsystem.co.uk> . Please contact our receptionist Laura.Gillett@carecity.org to request a user login. The system is live and allows you to check room availability and create a booking.

Further info or requests can be sent to care.city@carecity.org or Laura.Gillett@carecity.org

Refreshments and Catering

Customers can use shared refreshment facilities in the kitchen area. We request that you keep the area clean and rubbish is disposed in the bins provided.

Catering is to be arranged independently and Care City Innovation C.I.C are happy to recommend local catering services. Please liase with our receptionist to confirm arrangements and room set up.

Cancellations

Confirmed bookings may be cancelled by telephone but such cancellations shall not be deemed to effective without written confirmation of such cancellation. There are no cancellation charges for cancellation at any time more than 14 days before the booking date. Any period less than 14 days will incur a 50% of total hire cancellation charge.

If a cancellation is made within the 14 day notice period an invoice should be created at the time of cancellation and the cancelled booking event and written notice of cancellation moved into the 'processed booking folder'.

Room Set-Up

The admin team will check for the calendar for the next day's bookings towards the end of each working day and commence room set up wherever possible:

- Tables and chairs will be arranged in the style requested
- Flip-chart boards will be replenished with pens and paper
- Tables and chairs will be cleaned and tidied
- A general tidy of the room will take place and refuse removed
- Ensure that AV equipment is ready for use and that the room is at a comfortable temperature.

The admin team are required to clean rooms between bookings, if there are multiple bookings on the same day, otherwise the domestic team will clean and tidy at the end of the day.

Invoicing

Room booking costs will be sent by email. Please provide Care City Innovation C.I.C with a Purchase Order for the total amount. Once this has been received, you will be issued with an invoice. Invoices will include VAT which is recoverable for VAT registered organisations. We ask for payment to be made within 30 days. Payments are to be made to:

Account Name: Care City Innovation C.I.C
Sort Code: 09-02-22
Account Number: 10810725

Thank you
Care City Innovation C.I.C