



scottish universities insight institute

mobilising knowledge for a better Scotland

Booking Terms and Conditions

1. Event Purpose

- a. We restrict the type of event that can be held on our premises to events (including Knowledge Exchange events) that are educational and academic in their nature, with a strong interdisciplinary focus that fosters interaction between disciplines beyond traditional academic boundaries. These events should preferably include participants from multiple institutions and disciplines, different sectors (public, private, third sector) and local, national and international institutions and organisations. No form of commercial activity, or meetings for a commercial or a political purpose may be held in Scottish Insight.

2. Facilities available

- a. Scottish Insight consists of a single 200 sq metres of open space, comprising a flat theatre style presentation area (with laptop, projector and SmartBoard) with seating for 40, 3 break out areas for group discussions (for groups of 12), networked computer area (with laptops and printers), a lounge/coffee area and a small kitchen area (with fridges, microwave and coffee/tea making facilities).
- b. The presentation area has seating for 40 people. If additional seating is required, this should be arranged at time of booking.
- c. There are no extra rooms available within Scottish Insight beyond the space described above. Additional rooms can be booked at an additional cost.
- d. Networked computers are available at the meeting rate of £2 per delegate but access should to be arranged at least 3 working days before the start time of the first day of the event.
- e. Wifi access to the Strathdyde network is available for guests with their own laptops at the meeting rate of £2 per delegate and access should to be arranged at least 3 working days before the start time of the first day of the event. Alternatively, the BT Open Zone wireless network is also available on campus and vouchers can be purchased online from BT Open Zone at any time during the event. The cost of BT Open Zone vouchers remains the responsibility of the purchaser.

3. Room hire charges

- a. Scottish Insight applies a flat rate for the use of the space which includes the following:
 - theatre style (flat) seating for 40
 - 3 break out areas for groups of 12
 - 1 projector
 - 1 laptop (with web and printing enabled)

- 1 Smartboard
- 2 x flipcharts with pens
- pens
- notepads
- sticky notes
- fresh water
- conference support staff present at start/end of event

b. The flat rate room charges are:

	Internal Strathclyde	External
Full Day 9am-5pm	£120	£210
Half day 9am-1pm or 1pm-5pm*	£75	£135
Early morning to 9am	£20 per hour	£30 per hour
Evening 5-9pm	£20 per hour	£30 per hour

- c. Any event of more than 4 hours in length and up to 8 hours will be charged at the full day rate. Any morning event finishing after 1pm will be charged at the full day rate. Likewise, any afternoon event starting before 1pm will be charged at the full day rate.

4. Refreshments charges

- a. The room charge does not include refreshments or lunch. Refreshments such as tea and coffee, fruit juice can be arranged at an extra cost. A delegate rate is applicable to cover these costs:

Tea/coffee/biscuits	£1.10 per person per round
Fruit juice	From £2.50 a litre
Wine	£6.50-13.50 per bottle (details on request)

- b. Delegate rates are per day regardless of the length of the event. A discount may be applied for short meetings lasting less than 4 hours. Requests for discounts must be made before the contract has been drawn up. Where a discount has been granted, Scottish Insight will confirm this in the Contract.
- c. The minimum number of delegates is 12.

5. Catering arrangements

- a. The Insight Institute does not provide catering and cannot act as an intermediary between a catering provider and the event organisers. Catering must be arranged by the event organisers hiring the space through one of the Institute's approved catering providers:

Cottonrake, phone: 0707951 734 089; email: info@cottonrake.com. Website: www.cottonrake.com

Strathclyde Residence and Catering Services, phone: 0141 553 4148; email: rescat@strath.ac.uk; website: <http://www.rescat.strath.ac.uk/>

- b. It is your responsibility to book your own catering and agree on all costs directly with your chosen caterer. If you encounter difficulties in making the necessary arrangements with your chosen caterer, you should contact us and we will use our best endeavours to resolve the problem on your behalf. It is

Scottish Universities Insight Institute, James Weir Building, 75 Montrose street, Glasgow G1 1XJ, Phone: 0141 548 4051, Fax: 0141 548 4166

Website: www.scottishinsight.ac.uk

your responsibility to inform the caterer of final numbers for your event, in accordance with the caterer's conditions.

- c. For wine receptions, Scottish Insight can provide wine (costs between £6.50 and £13.50 per bottle) and you will be charged for any opened bottles.

6. Making a booking

- a. Any person wanting to use the Scottish Insight space is first asked to provide details of the event to be held at Scottish Insight. Scottish Insight will then review the booking request and issue a contract detailing the facilities and equipment provided for the event.
- b. All bookings made with us are granted strictly for the purposes agreed (workshops/seminars/symposia with an interdisciplinary focus, with participation from multiple institutions and sectors) and will be accepted only on that basis, and following receipt of the Booking contract signed by you. No booking will be confirmed until we have received a signed booking contract. We will provisionally hold the booking until the contract is returned to us. If we hold a provisional booking and you have not returned the contract, we will contact you if another client wants to book out the space and will give you 24 hours to respond before letting it to another client.
- c. The contract signed by you should clearly state any particular requirements needed for your event.
- d. Please sign the contract and return it to us by post, fax or email. On receipt of the contract, we will confirm your booking by email.
- e. By signing the contract, you will have agreed to pay all the charges for the facilities and services set out in the contract, unless these are changed or cancelled under the terms of clauses 6 and 7. In which case you will pay the charges set out in the relevant clause(s).

7. Final Invoice

- a. For external hire, the University of Strathclyde will issue a final invoice to you for the balance of all final charges for the facilities and services set out in the contract. The invoice will need to be paid by cheque, bank transfer or credit card within 28 days of the date of the invoice.
- b. For internal hire, Scottish Insight will issue a final invoice to the appropriate department for the balance of all final charges for the facilities and services set out in the contract. The invoice will need to be paid by internal transfer within 28 days of the date of the invoice.

8. Altering the Contract

- a. We will accept alterations to the Contract up to 7 working days before your event. Please note that you will, if we require it, still have to pay for any cancelled items in accordance with the terms of clause 5. After that time we will supply what is agreed in the Contract and charge accordingly. We shall have no liability to you for any inconvenience or loss this may cause you.
- b. If you do alter the Contract, we will issue a revised Contract, which you will need to sign and return to us. The revised contract will only take effect when received by us and if it is received by us no later than 7 working days before your event. The revised contract will include details of all previous and new facilities and services agreed, and any cancelled.

- c. There may be circumstances which require us to alter the facilities or services allocated to you. We will do this only if the alternatives we offer are suitable for your purposes as you explained them to us when you made the booking. There will be no extra charge to you if we alter your facilities or services.

9. Cancellation

- a. If you decide to cancel or postpone your booking, or alter facilities and services you have agreed to pay for in the Contract, you will be liable to pay charges for any facilities or services that we cannot re-sell despite using reasonable efforts. You will pay in full for any facilities or services in the Contract that you do not cancel, whether or not you use them. The level of charge to be applied will depend on the amount of notice you give us, calculated from the following table:

Written notice received by us (email, letter, fax)	% of contracted revenue to be charged
More than 2 months before first day of event	No charge
Less than 2 months and more than 25 working days before first day of event	25%
Less than 25 and up to 10 working days (inclusive) before first day of event	50%
Between 9 working days and 72 hours (three working days) before first day of event	75%
Less than 72 hours (three working days) before first day of event	100%

- b. The cancellation charges referred to above represent a reasonable pre-estimate of the net loss that will be incurred by Scottish Insight, based on previous experience, including but not limited to lost time, costs and expenses due to cancellation.
- c. We will tell you the final cancellation charges once we know whether or not we have been able to re-sell the facilities or services cancelled.
- d. We reserve the right to cancel the Contract for reasons that are beyond our control. If this happens we will use all reasonable efforts to offer you an alternative. We cannot accept responsibility if we cannot provide facilities or services because of any cause which is beyond our control.
- e. We reserve the right to cancel the Contract without liability to you if you are in arrears of previous.

10. Opening and Closing Times

- a. Scottish Insight is normally open Monday – Friday from 09.00 until 17.00, although it may be possible for us to open earlier in the morning and close later in the evening. If your event requires the space to be open out-with these times, the changes should be requested at the time of booking and at least 5 working days before the first day of the event.
- b. Scottish Insight does not normally open during the weekend. However, if we agree to do so, additional charges may apply.
- c. All events in the building will start and end at the time agreed in the Contract, and all your event attendees will have vacated the building no later than 30 minutes following the end of the event. An

additional charge of 25% of the total cost of hire will be invoiced to you for each extra hour, or part of an hour, you and your event attendees make use of any facilities or services used out-with the times agreed in the Contract.

11. Behaviour of Event Attendees

- a. You will need to make sure that your event attendees behave in such a way that they do not cause a nuisance or unreasonable disruption to Scottish Insight, our Fellows, our employees, or to anyone else using or visiting the premises. Should any of your event attendees refuse to, or appear unwilling to, alter any aspect of behaviour that is unacceptable to us, we reserve the right to terminate the stay of the person(s) involved or all your event attendees.

12. Services provided by other parties

- a. Only persons or organisations named in the Contract may provide services for your event.
- b. Scottish Insight cannot accept any liability for any costs connected with services you arrange directly with other providers.
- c. If you ask us to arrange services to be provided by any other person or organisation, any resulting contract is between you and the person or organisation providing the service, unless we specifically agree otherwise. We will treat the person or organisation providing the service as your event attendee.

13. Using Scottish Insight name without permission

- a. You may not use the name of Scottish Insight, our logo, or any photographs of our premises, without our prior written permission.

14. Security and arrival

- a. A full list of event attendees should be provided no later than three working days before the first day of your event. The list will clearly distinguish between VIPs, guests, speakers, staff and suppliers etc. This information will be treated in strict confidence. If any of the event attendees are security-sensitive, you will need to inform Scottish Insight.
- b. For events of fewer than 15 people, you must provide a member of your staff to stay in the Scottish Insight reception area to monitor your delegates on arrival and departure from the building. You should not rely on Scottish Insight staff to register your delegates. For events of more than 15 people, Scottish Insight staff will do this on your behalf, if required.

15. Health & Safety

- a. We comply with statutory requirements governing, licensing, health and safety and entertainment. You are therefore responsible for ensuring that all your event attendees comply with all laws and byelaws relating to these requirements, and with the University of Strathclyde Health and Safety policy and procedures. A copy of the University can be found online at: <http://www.strath.ac.uk/safetyservices/>. If

you fail to comply with these Health & Safety obligations, it may result in the termination of the Contract.

16. Prices and Discounts

- a. Prices quoted for your event are subject to change, and all charges are based on the prices which apply when the facilities or services are requested.
- b. Upon request, Scottish Insight may agree to offer a discount to organisations and events that contribute to the enhancement of the Institute's reputation and its activities. Please note that this request must be made before the contract has been drawn up. Where a discount has been granted, Scottish Insight will confirm this in the Contract.

17. Complaint Procedure

- a. If you have a complaint against the facilities or services provided by Scottish Insight during the event, or about any of the arrangements relating to the event you should contact the Scottish Insight Administrator.

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