

TERMS & CONDITIONS OF HIRE

I. Confirmation by client

- Written confirmation must be received within one week of a provisional booking being made; otherwise CIPFA reserves the right to release the room.
- Written notice of any changes to the numbers for which catering (food, tea & coffee) that is required 2 working days prior to event. Catering will be charged for the numbers originally booked if not been notified.
- For meetings of less than 4 attendees please note a minimum catering order of 4 guests will be applied to the booking.
- The CIPFA building currently has very limited facilities for people with physical impairments that restrict their ability to use the stairs in the event of an emergency evacuation. It is the responsibility of the client to inform CIPFA if a physically impaired person is expecting to attend an event at Mansell Street. This should be done preferably when booking the meeting, or at the very latest one week prior to the meeting date. This is to allow a CIPFA representative to discuss the precise arrangements for an individual's visit to the building, in which access is usually only available to the ground floor meeting rooms. Please remember the term physically impaired applies to anyone who may require assistance when evacuating the building.
- Access by wheelchair users to the CIPFA office at 77 Mansell Street is available on the following basis. Meetings should be held in the ground floor meeting rooms only. Entering the building and moving between the three ground floor rooms involves passing through various fire doors, the narrowest of which is 685 mm wide. The ground floor reception and large meeting room have double doors to help ease access. A disabled toilet is available on the ground floor. If further details are required please contact the Head of Facilities (Chris Clark) on 020 7543 5606.

II. Charges and Payment

- Sessions times must be adhered to; Meetings that runs for 4 hours or less is considered half day and meeting that runs for 4 to 8 hours is considered a full day.
- Evening session times must be adhered to; half day room hire charge will apply to meetings starting at 4.30pm and finishing at 7pm. Meetings finishing later than 7pm will be charged £50 per hour for Security.
- The hire of the Conference Centre rooms does not give the hirer the right to assume, claim or imply CIPFA sponsorship.
- Payment must be made to CIPFA within 30 days of the date of the invoice for services provided.
- All prices quoted are exclusive of VAT.

III. Cancellation by client

- If the hirer cancels arrangements made with CIPFA, Mansell Street, London the following cancellation charges will be made:-
 - less than 1 month notice - 50% of room hire charge
 - less than 2 weeks notice - 75% of room hire charge
 - less than 48 hours/2 working days notice - 100% room hire charge and 100% catering charge
- Written confirmation must be received when cancelling an event. Please note that discounts to room hire charges do not apply when a cancellation fee is being applied.

IV. Cancellation and Amendments by CIPFA

- CIPFA may, without incurring liability, refuse to accept a booking and, up to a period of not less than one week of the hire date without giving any reason cancel a booking or re-organise a booking, either at Mansell Street, London or elsewhere.



- CIPFA will not be responsible for any direct, indirect or consequential loss arising from cancellation or alteration of any booking.
- The maximum capacity of each room must not be exceeded. If this should happen, people may be refused admission or required to leave.
- Conference Rooms and Room Layouts will be changed by the discretion of CIPFA to allow more flexibility and to maximise room revenue. Room Layouts cannot be changed on the day, a charge of £200.00 will be applied to room set up changes.
- We would suggest that for bookings of more than 30 delegates an additional breakout room, for which there will be a room hire charge, is hired for tea and coffee, lunch.

V. General

- All equipment required for meetings will be supplied by CIPFA; under no circumstances will clients be allowed to bring their own.
- Activities held at Mansell Street, London should normally be confined to meetings, lectures or functions. Other uses may be approved by CIPFA prior to the reservation taking place.
- All activities and material prepared for connection therewith must maintain the highest professional standards in keeping with CIPFA's status as a professional body.
- Clients are expected to meet all statutory provisions especially with regard to Health and Safety.
- Fire instructions including fire escape routes are displayed around the building. Fire exits and routes must not be obstructed.
- Any accident occurring at Mansell Street, London must be reported immediately to Reception or the Security Guard on duty.
- The agreement with CIPFA cannot be assigned or sub-let.
- The client will indemnify CIPFA against all claims whatsoever which relate directly or indirectly to the booking whether or not the damage shall be latent and only discovered after the period of hire. CIPFA may require the hirer to insure against this risk.
- CIPFA retains the right of access to all rooms on hire, but has no right to interfere with the proceedings if they are in accordance with the Agreement.
- Rooms shall be returned to their original state by the hirer unless CIPFA, in its absolute discretion, consents to other arrangements.
- The hirer is responsible for ensuring that all electrical appliances are switched off, and that all windows are closed at the end of the meeting.
- Items for meetings may be delivered with the prior permission of the Conference Centre Manager, to whom all items should be clearly marked.
- No baggage may be left with the receptionists or in the reception area.
- CIPFA reserves the right to inspect any bags or baggage in the interest of Health & Safety/Security.
- CIPFA will not be held responsible for items left in the committee rooms.
- CIPFA operates a "Dress down Day" policy on Fridays.
- CIPFA Mansell Street is a non-smoking building.



MEETING ROOM ENQUIRY / CONFIRMATION

Date to be reserved _____ **Start Time** _____ **End Time** _____

Name of Organisation _____

Name of Person Making Reservation _____

Address _____

Telephone _____ **Email** _____

Number of Attendees _____

Room Layout _____ **Equipment** _____

Any other information _____

Do you require any catering? _____

Any Dietary Requirements? _____

CIPFA is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the Meeting Rooms.

I have read and agree to the Terms and Conditions of Hire:

Signature _____ **Date** _____