



Political Studies Association

ROOM HIRE AT THE POLITICAL STUDIES ASSOCIATION

TERMS AND CONDITIONS

- The Organisation (or individual if the booking is not on behalf of an organisation) in whose name the booking is made, unless otherwise stated, will be considered the Hirer and by confirming the booking with the Political Studies Association (PSA) agrees to the terms and conditions described here.
- The Hirer will be issued with an invoice ahead of the room booking and this must be paid within 30 days.
- The building is also an office space occupied by PSA staff and the Hirer should ensure consideration is shown by their attendees when entering and exiting the premises and by also not congregating in the office space or reception area or conducting phone conversations in these spaces.

ROOM HIRE RATES (exc. VAT):

	PSA Members	Other Learned Societies and Charities	Other Organisations
One Hour	£20 (small room)/£30 (large combined room)	£30/£45	£40/£60
Half Day	£60/£90	£90/£135	£120/£180
Full Day	£100/£150	£160/£240	£220/£330

OTHER FEES

Refreshments (Tea & Coffee, Water)	Free
M&S Lunch Order and Collection Admin Charge	£10 (the fee is for ordering or collecting what the hiree has ordered/requested)
Wi-Fi	Free
TV Display (<i>with Wi-Fi/Bluetooth enabled connection to your own laptop for presentations etc.</i>)	Free

Pens, notepads and a flipchart are provided, and it is the responsibility of the hirer to bring other items that they may require.

OPENING HOURS

The facilities will normally be available from 09.00 to 17.30hrs, Monday to Friday. The booking session arrangements are as follows:

- Half days consist of 4.0 hours, i.e. between 09.00 and 13.00 or 13.00 and 17.00.
- Full day hire is for an 8-hour period, i.e. between 09.00 – 17.00.
- There can be no ad-hoc extensions to room hire without prior consent. **Additional charges will be incurred at the hourly rate if use of the room goes beyond agreed times.**
- Please contact the PSA at info@psa.ac.uk if you require access before 09.00.

CANCELLATIONS

In the event that the Hirer cancels a confirmed booking, the following charges will be applied:

- More than 1 weeks' notice: Full refund
- More than 2 days' notice: 50% of room hire
- Less than 2 days' notice: 100% of room hire

Notification of cancellations should be made in writing and will be effective on the date received by the PSA.

The PSA reserves the right to cancel the booking if the holding of the meeting is deemed a conflict of interest or potentially harmful to the business of the PSA or its staff. Should it be deemed by PSA Management that a client has withheld and/or not disclosed full details of the event and its contents for any reason then the PSA reserves the right to cancel the booking without penalty or liability.

MEETING ROOM LAYOUT

Both meeting rooms are set up in a standard boardroom layout. The rooms/desks can be reconfigured, and it is the hirer's responsibility to make any changes to the layout and to then return it to the original condition they found it in. **THE MAXIMUM CAPACITY FOR THE LARGE COMBINED ROOM IS BOARDROOM STYLE FOR 24 PEOPLE.**

CATERING

The PSA does not provide in house catering. You are welcome to make your own arrangements, such as pastries, biscuits and sandwich platters etc. Please inform the PSA in advance if you are expecting a catering delivery for your meeting. There are no facilities to prepare food on site, but a refrigerator is available for food storage.

There are a large number of catering outlets nearby including:

- Marks & Spencer, 143 Camden High Street, London, NW1 7JX (ideal for sandwich platters etc.). Online ordering for collection via: <https://www.marksandspencer.com/MSSStoreDetailsView?storeId=10151&langId=-24&SAPStoreId=0291> ***PLEASE NOTE THAT FOR AN ADMIN FEE OF £10 THE PSA CAN ORDER LUNCH AND COLLECT ON YOUR BEHALF***
- Pret A Manger (online ordering and delivery): <https://www.pret.co.uk/en-gb/pret-delivers>
- A list of nearby restaurants and eateries is available [here](#).

REFRESHMENTS

Tea and coffee making facilities are available and the cost is inclusive of the room hire fee.

Water coolers are also provided in both rooms.

The Hirer is responsible for both the set-up and clear down of meeting rooms, refreshments and catering. Waste and items for recycling must be placed in the bins provided and please note that if rooms are not found in an acceptable state after use, you may be liable to incur additional cleaning/damage charges.

HEALTH AND SAFETY

- The Hirer is responsible for the Health and Safety of their staff/attendees throughout the duration of the hire period and will be expected to comply with all relevant legislation.
- Information regarding emergency procedures, housekeeping and First Aid arrangements is available from PSA staff.
- The capacities of each room are given on hire and may not be exceeded for safety reasons.
- The management reserves the right to refuse admission to rooms if over-crowding is liable to occur.
- An attendee list is required to be sent to the PSA at least two working days in advance.
- All visitors must sign in on arrival.
- The Hirer must report any issues or concerns to PSA staff.

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

For all meetings, information relating to attendance by persons with disabilities should be obtained in advance of the meeting.

On arrival the Hirer/organiser must discuss with PSA staff the arrangements that they have put in place to assist their attendee(s) to evacuate the premises, which should consist of the following elements:

- Results of a discussion with the delegate/s to agree their Personal Emergency Evacuation Plan (PEEP) in advance of the meeting.
- Allocation of a buddy to assist with evacuation if required.
- Communication of PEEP to PSA staff.
- In the event of the organiser being unaware of an attendees' disability until their arrival, a discussion needs to take place as soon as possible to agree their PEEP, and this needs to be communicated to PSA staff.

SECURITY

The PSA reserves the right to request proof of identity from any person using and attending the meeting rooms. Admission to the building may be refused if PSA staff deem it necessary.

The PSA will not accept deliveries of goods for a meeting unless this is pre-arranged by the Hirer.

PERSONAL PROPERTY

The PSA does not accept responsibility for the property of meeting attendees. Items are left at the owner's risk and without any liability on the part of the PSA.

INSURANCE AND LIABILITY

The PSA shall not be responsible for any loss or damage to property brought to the premises by the hirer; such property, and any insurance of it, remains the responsibility of the hirer throughout.

Nor shall the PSA be responsible for any injury which may be incurred by any persons during the holding of a meeting arising from the actions of any individual outside of its control or arising from a failure to adhere to rules set out by the conference centre.

Nor shall the PSA be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction, industrial action, the need to undertake emergency repairs or an act of God which may cause the PSA's premises to be temporarily closed or the function interrupted.

SMOKING POLICY: The PSA operates a no smoking policy in all its rooms and complies with current Government legislation.

Please sign below to confirm that you have read and agree to the Terms and Conditions set out in this document. Please ensure that a list of attendees is sent along with this document to info@psa.ac.uk

Signature Print name

Date