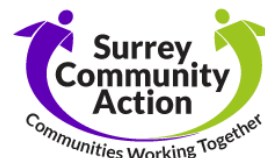


Astolat, Coniers Way, New Inn Lane,
Burpham, Guildford, Surrey GU4 7HL
T: 01483 566072
E: info@surreyca.org.uk



Astolat Conference Room

Terms and Conditions of Use

General Housekeeping

With any external organisation booking a room, the setting up and clearing a meeting room is the responsibility of Surrey Community Action. We do however ask that you respect the meeting area and leave the room as tidy as possible.

Please do not damage any of the furniture or electrical appliances. If you need to report any accidents, please contact the Office and Services Administrator on 01483 447125 (7125 from conference room and foyer telephones)

Health and Safety

All users must make meeting attendees aware of emergency evacuation procedures for Astolat, and whether alarm bells will be sounded for test purposes during a meeting. Meeting attendees must also ensure all persons know where the evacuation meeting point is.

Where there are persons who have impaired mobility, or are hard of hearing, a Personal Emergency Evacuation Plan (PEEP) must be completed.

Further health and safety information, such as the fire evacuation procedure and PEEP templates are available in the black ring binder in conference rooms.

Use of Equipment

- Do not use Blu-Tak, adhesive tapes or similar products, to hang items on the walls
- Only dry wipe markers are to be used on the whiteboards
- The screen is for projection use only. This should not be written on
- Screens to be left in original position
- All rooms have guiderails which hold projection screens, whiteboards and flipcharts. Items can only be hung from the listed.
- The ceiling mounted project must not be moved, tilted or swivelled. If the image is not centred, contact the Resources and Building Services Manager
- Should your laptop be incompatible with VGA connectivity, please contact the Resources and Building Services Manager for assistance.

Refreshments and Catering

Refreshments such as tea, coffee, and milk can be arranged. Refreshments will incur a charge of £1.00 per person/£1.50 per person including biscuits.

If on the day of the meeting you decide you would like refreshments, please inform the Office and Services Administrator. This will be added to the total invoice amount.

Any catering requirements must be arranged in advanced and cannot be organised on the day.

Cancellation

If a booking is cancelled within **48 hours** of the intended time there is a small cancellation charge of £10.00 or 10% of the full booking charge, whichever is greater to cover the administration costs.

Mobility and Access

The Board Room and Conference Room 2 are located on the ground floor.

Conference Room One is located on the first floor. We have a working lift to assist individuals. There are however restrictions for wheelchair use on the first floor due to fire safety procedures. This needs to be taken into consideration prior to booking a room. To enable safe evacuation procedures, a Personal Emergency Evacuation Plan needs to be created. A copy should be given to Surrey Community Action.

Safety and Security of Astolat

Users must comply with all relevant Astolat and legislative rules, including health and safety, fire regulations etc. Users are responsible for their staff, visitors and meeting attendees when using the meeting rooms and equipment.

Surrey Community Action will not accept responsibility for any loss, theft or damage to articles or possessions brought or left on the premises by the user or other persons.

On-Site Support

We have dedicated staff available on-site should you have any questions or queries.