

ROOM BOOKING PROCEDURE

1. Contact Ruth Ansell, Booking Coordinator to check availability.
Oakfield office 01534 788900 or email admin@jet.co.je
2. Complete and return a Room Booking Form on our website www.jet.co.je
3. By signing and returning the completed booking form you are agreeing to the terms and conditions of hire.
4. Once this information is received at the Oakfield office you will receive email confirmation of the booking.
5. Prior to the date of booking the Course/Meeting Lead Person **must** attend an induction at the venue.

FACILITIES PROVIDED

- ✓ Air conditioning in some rooms (see attached room schedule).
- ✓ Wireless broadband connection.
- ✓ Overhead Data Projector in some rooms- operating instructions and remote in the rooms available from reception (see attached room schedule)
- ✓ Flipchart Wall Hanger - Paper not provided.
- ✓ Seating (see attached room schedule).
- ✓ Refreshment making facilities.
- ✓ Disabled access and toilets.
- ✓ Parking at Oakfield Building only.

ROOM SET-UP

1. **Keys** - Out of hours keys for the Oakfield Building, are to be collected from The Coordinator based at Oakfield no later than 3pm on the day of the room booking.
2. **Returning the key** - it is **imperative** that the keys are returned within 24 hours of any room booking or on the next working day, should the room booking fall on a weekend/public or bank holiday. There is a charge of £100 if a key goes astray.
3. **Arriving at the meeting room** - If you arrive and find the meeting room is in an unsatisfactory condition, please contact The Coordinator immediately.
4. **Kitchen Facilities.**

- **Oakfield Kitchen**

The kitchen is based on the ground floor at the end of the corridor. There are cups and saucers and a kettle for making hot drinks. Please ensure all cups and utensils are placed into the dishwasher after use and turned on and the kitchen (kitchen area) is left clean and tidy. ***Please note that The Company does not provide Coffee, Tea or Milk.***

- **Kensington Kitchen.**

There are cups and saucers and a kettle for making hot drinks in the **Kitchen Area** located in the Conference Room. Please ensure cups and utensils are and placed into the dishwasher after use and turned on and the kitchen (kitchen area) is left clean and tidy.

Please note that The Company does not provide Coffee, Tea or Milk.

5. **Leaving the room in good order** - All users **MUST** tidy the room and ensure all rubbish is placed in the bins provided. The projector must be turned off. Tables and chairs must be replaced as found. Evening Organisers **MUST** ensure that the building is left securely locked.
6. **Smoking** - It is illegal to smoke inside any of the rooms. Highlands Campus is entirely non-smoking.
7. **Personal Property** - The Company does not accept responsibility for the property of customers or guests.
8. **Health and Safety** - The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period and will be expected to comply with all relevant legislation. Information regarding emergency procedures and First Aid arrangements is available from Reception at Oakfield. The capacities of each room may not be exceeded for safety reasons. The management reserves the right to alter proposed room layout to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur. Kensington Conference Room has a First Aid box.

9. **Oakfield Toilets** - The Toilets are based on the ground floor at the end of the corridor.
10. **Third Party Insurance and Liability** - The Company shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Nor shall The Company be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause The Company premises to be temporarily closed or the function interrupted.
11. **Parking** - Car parking is available outside of the Oakfield Building.

Room Seating Capacity - Kensington Chambers

25 using desks	Conference Room Air Conditioned – Projector HDMI Cable – Kitchen Facilities
55 theatre style (no desks)	Conference Room Air Conditioned – Projector HDMI Cable – Kitchen Facilities

Room Seating Capacity - JET Oakfield Building

(T1) Ground Floor	8	Kitchen Facilities
(T2) Ground Floor	8	Kitchen Facilities
(T3) Ground Floor	12	Kitchen Facilities
(T6) First Floor	6	Kitchen Facilities – Lift Access
(T7) First Floor	15	Projector HDMI Cable – Kitchen Facilities – Lift Access
(T8) First Floor	15	Projector HDMI Cable – Kitchen Facilities – Lift Access

FEE SCHEDULE

1. **Room Hire:** See Schedule A
2. **Cleaning** - A surcharge of £50 will be invoiced if the room or kitchen is not left clean and tidy and all rubbish placed in the bins provide. The same charge will apply should the tables and chairs not be returned as found.
3. **Stationary** - The organiser is expected to provide their own stationary.
4. **Refreshments** - The Hirer is responsible for providing any refreshments. Highlands College has a canteen selling refreshments. Kensington Conference has kitchen facilities and nearby cafes.
5. **Damage** - The Organisers shall accept full responsibility for making good any damage caused to the premises, furniture, equipment, or other property, where such damage has been caused by the event participants, their organisers, their agents or contractors.
6. **Keys** - Any lost keys will be charged at £100 per key.

SCHEDULE A – FEE INFORMATION

Oakfield Building	Capacity	Price Full Day (8am – 5pm)		Price Half Day (Evening 6pm – 9pm)	
		Corporate	Charity	Corporate	Charity
T1	8	N/A	N/A	£45	£22.50
T2	8	N/A	N/A	£45	£22.50
T3	12	N/A	N/A	£55	£27.50
T6	6	N/A	N/A	£45	£22.50
T7	15	N/A	N/A	£55	£27.50
T8	15	N/A	N/A	£55	£27.50

Kensington Conference Room	Capacity	Price Full Day (8am – 5pm)		Price Half Day (8am – 12pm / 1pm – 5pm)	
		Corporate	Charity	Corporate	Charity
Kensington Theatre Style	55	£250	£125	£175	£65
Kensington Conference Style	25	£250	£125	£175	£65

Block Booking discount available for 8+ consecutive sessions