

## **BOOKING PROCEDURE**

1. Contact the Room Booking Coordinator (“The Coordinator”) at the Oakfield office – 01534 788997 or email [shelley.brockbank@jet.co.je](mailto:shelley.brockbank@jet.co.je) to check availability.
2. Once the Coordinator has confirmed that the room is available you will be asked to complete a Room Booking form on our website, <http://www.jet.co.je/room-bookings/room-booking-form.aspx> . You must complete and return this booking form to confirm your booking. By returning the completed booking form you are agreeing to the terms and conditions of hire.
3. Once this information is received at the Oakfield office you will receive email confirmation of the booking.

### **FACILITIES PROVIDED**

- Air conditioning (see attached room schedule)
- Wireless broadband connection.
- Overhead Data Projector– operating instructions and remote available from reception.
- Flipchart Stand – Paper not provided
- Smartboard (see room schedule)
- Seating (see attached room schedule)
- Refreshment making facilities
- Disabled access and toilets.

## BOOKING TERMS AND CONDITIONS

Jersey Employment Trust and Acorn Enterprises ("The Company") accepts advance room bookings. The organiser must provide us with accurate information within the timescales outlined. Bookings for events are accepted on the understanding that the organiser, as named on the booking form, accepts these terms and conditions, and is responsible for the event.

1. Availability must be checked with the Coordinator before organising and promoting events.
2. Provisional bookings will be held on a first come first served basis. The provisional booking will be held for **five working days**. A booking is considered confirmed when the Room Booking Coordinator has received and acknowledged (by email) receipt of the meeting room booking form.
3. All confirmed bookings, if not required, must be cancelled within 10 working days. The following cancellation fees will apply.
  - i. Less than 10 working days' notice 50% room hire fee
  - ii. Less than 5 working days' notice 75% room hire fee
4. Catering can be provided by our Acorn Café. Please notify the Room Booking Coordinator of any requirements in order that any necessary provisions can be made.
5. A copy of all promotional literature, including invitations/flyers, is to be sent to the room booking coordinator prior to the event.
6. All furniture in the meeting room must, if moved (at your own risk), be repositioned in its standard room layout. If the furniture is not left in its standard layout future bookings may be refused or restricted and a service charge of £30 will be applied.
7. If the room requires additional cleaning then a surcharge of £30 will be charged to the organiser and future bookings may be refused or restricted.
8. 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/servants or contractors.
9. Events are not allowed to exceed the advertised seating capacity of the room. Fire exits and fire relating equipment are also to be clear and visible at all times.
10. Audio-visual equipment under no circumstances can be moved from the room, if equipment is faulty, damaged, or missing please advise the Room Booking Coordinator immediately.
11. The Company shall not be responsible for any loss or damage to any property arising out of the holding of a function or any injury which may be incurred by or be done or happen to any person during the holding of a function arising from any causes whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot restriction which may cause the premises to be temporarily closed or the function interrupted.
12. The Company reserves the right to cancel confirmed bookings if the subject of the event contravenes The Company aims and objectives.
13. The Company reserves the right to alter these conditions at any time and without notice
14. The Company reserves the right to cancel a room booking giving a minimum of four weeks notice.

## ROOM / SETUP ARRANGEMENTS

1. **Keys.** Should you require out of hours keys for the Oakfield Building, you are to collect these 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. Please remember that a charge of £100 will be made 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. **Catering arrangements.** Any refreshments ordered from the Acorn Café will be delivered during the morning of the room booking day.
5. **Kitchen.** There is a communal kitchen at our Oakfield and Acorn buildings, these are for room delegates and The Company clients and staff. Please adhere to the following:

If you have booked rooms at our Acorn Enterprises site, Please do not use the kitchen for breaks as it is reserved for our clients during the hours of:

10.00am -10.15am

12.00pm -12.30pm

15.00pm -15.15pm so please schedule breaks for a different time.

### 6. Kensington/Acorn and Oakfield Kitchen

There are cups and saucers and a hot/cold water dispenser for making drinks. Please ensure cups and placed into the dishwasher after use and the kitchen (kitchen area) is left clean and tidy. Please note that The Company does not provide Coffee, tea or milk unless previously booked.

7. **Leaving the room in good order.** All users MUST tidy the room and ensure all rubbish is placed in the bins provided. The PC and projector must be turned off. Tables and chairs must be replaced as found.
8. **Smoking.** The Company operates a no smoking policy in all its rooms. Please inform your delegates of this policy and ensure that they do not smoke whilst they are on the premises or on the pavements or car parks surrounding the premises.
9. **Personal Property.** The Company does not accept responsibility for the property of customers or guests.
10. **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. The capacities of each room may not be exceeded for safety reasons. The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.
11. **Third Part 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.

# ROOM AND SEATING CAPACITY

## Oakfield Building

Room Seating Capacities		
Oakfield	Conference Room – Air conditioning Smartboard	25
Oakfield	Kitchen Air conditioned Projector, PC & Screen	50
Oakfield	ICT Room Smart Board Projector	10 computers
Oakfield	Office Training Room Projector, PC and Screen	6 computers
Oakfield	Training Room 1 Smartboard	10
Oakfield	Training Room 2 Projector, PC and Screen	10
Oakfield	Training Room 3 Air conditioning Smartboard	50
Oakfield	Training Room 4 (Lounge style)	5
Oakfield	Training Room 5	8
Oakfield	Training Room 7 Projector, PC and Screen	15
Oakfield	Training Room 8 Projector, PC and Screen	15

## Kensington Chambers

Room Seating Capacities		
Kensington Chambers	Conference Room Air conditioned	25 using desks
Kensington Chambers	Conference Room (as above) Smart Board / projector	50 theatre style (no desks)
	Kitchen Facilities	

# 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, in the event that additional supplies are required these are available from the Oakfield reception and are charged as follows:

1. Disposable cups £5 / 25
2. Flipchart Paper £5 per pad
3. Flipchart pens £5/ pack
4. Note paper £1.00 / A4 pad
5. Pencils £ 2.50 / 25
6. Pens £2.50 / 25

4. **Refreshments.** Tea/coffee and biscuits are available to order

£1.50 per delegate (for half day hire)

£3.00 per delegate (full day)

Lunch is available to order from our Acorn café.

Selection of sandwiches, wraps and crisps £4.50 or £6.00 to include a fruit pot.

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/servants or contractors.

6. **Keys.** Any lost keys will be charged at £100 per key.

# ORGANISERS' CHECKLIST

Please use this checklist to ensure that you have left the meeting room in a satisfactory standard.

- Wipe all tables and surfaces.
- Remove all promotional and directional signage and any blu tack (or equivalent) from surfaces.
- Ensure that furniture is returned to the standard room layout.
- Return the projector instructions and remote control to the reception.
- Place any rubbish, waste paper and unwanted food in the bins provided
- Turn off all lights, equipment and air conditioning.
- Close all windows
- Lock all doors (Use the keycode pad for Kensington Chambers 4444 )
- Return the key to the Oakfield office
- Report any missing, faulty or damaged items to the coordinator immediately.

Non - Charity	Capacity		Price	
	Theatre Style	Conference Style	Full Day	½ Day (up to 4 hours)
Kensington Conference	55	20	£120	£70
Oakfield Conference	50	25	£110	£60
Oakfield Kitchen	55		£110	£60
TR 3	55	55	£110	£70
TR3 + TR4 Breakout	55	55	£150	£90
TR7	15		£75	£45
TR8	15		£75	£45
TR5	6		£50	£30
ICT Computer Suite	10		£120	£60
TR1	8		£75	£45
TR2	8		£75	£45

Charity ( client/carer involvement )	Capacity		Price	
	Theatre Style	Conference Style	Full Day	½ Day (up to 4 hours)
Kensington Conference	55	20	£120	£70
Oakfield Conference	50	25	£80	£50
Oakfield Kitchen	55		£80	£50
TR 3	55	55	£80	£50
TR3 + TR4 Breakout	55	55	£100	£75
TR7	15		£60	£40
TR8	15		£60	£40
TR5	6		£50	£30
ICT Computer Suite	10		£90	£60
TR1	8		£75	£45
TR2	8		75	£45

\*Outside of normal office hours rates will be charged at 50% of the normal rate.