**ROOM BOOKINGS – CONDITIONS OF HIRE**

1. **BOOKING**
	1. An invoice will be sent after the event has taken place.
	2. In addition to hire charges, the BMI reserves the right to charge for staff overtime, at the rate applicable at the time of the event, which necessitates the working of overtime.
	3. The Institute reserves the right to refuse bookings for public meetings from religious or political organisations.
	4. Where a hirer requires the booked room(s) prior to the booking for setting up (but not for trading), that setting up time will be charged at 50% of normal rate.
	5. Charges will be revised on 1st July each year. The charges shall be those, which prevail at the time of the function.
	6. Payment Terms are strictly 30 days from date of invoice.
	7. Please note that bookings, the invoice of which requires the provision of an order number, will not be allowed to take place before the order number is provided.
2. **CANCELLATIONS / ROOM CHANGES**
	1. A cancellation charge will be made of half the cost of accommodation if the booking is cancelled less than 28 days beforehand. If cancelled within 14 days or less, full accommodation charge will apply.
	2. All cancellations must be advised in writing.
	3. Cancellation fees will not be charged if an immediate rebooking of the same room is made.
	4. The BMI reserves the right to cancel a booking without notice. Compensation will be limited to the cancellation charges detailed here.
	5. If numbers attending differ significantly from the rooms capacity we may substitute a different room size and charge accordingly. We also reserve the right to substitute a room of similar capacity if necessary.
3. **CHILDREN** In the interests of health and safety, children attending events must be accompanied by a responsible adult at all times. If children will be present you must state this on booking and provide a copy of your Child Protection Policy.
4. **PERFORMING RIGHT SOCIETY FEES** Performing Right Society licence fees charged as applicable on day of performance. Please advise if applicable when booking.
5. **CONCESSIONS** Concessions on room hire charges are available for registered charities and BMI affiliated societies.
6. **HEALTH AND SAFETY** It is the responsibility of the organisation hiring the room to ensure that our Health and Safety requirements are observed. This includes the safe set up of equipment, the safety of all attendees and keeping all fire doors and exits clear. Please note the Emergency Evacuation Procedures which will be found in the room. Any accidents or injuries must be reported immediately to BMI staff. Please observe when our routine weekly fire alarm test will be carried out.

Risk assessments are available for the building upon request.

1. **SECURITY AND CONDUCT**
	1. The BMI will not accept any responsibility for any articles left unattended in the building.
	2. The organisation hiring the room is responsible for the orderly conduct of their attendees, and ensuring they respect any regulations imposed by any public authority, and that nothing is done which may constitute a breach of the law.
	3. The organisation shall fully indemnify The Birmingham and Midland Institute against any claims, loss or damage arising as a result of a breach of clause 7b.
2. **HOUSEKEEPING** All rooms hired by you must be left as found, with all equipment intact and all the hirers equipment and rubbish removed. Blu-tack etc is not permitted on the walls. If the building or the Institutes equipment is damaged or left in an unacceptable state, you will be charged with the cost of repairs or cleaning.
3. **HIRER RESPONSIBILITIES**
	1. The cost of repairing any damage caused by patrons will be charged to the hirer.
	2. The hirer is responsible for supplying door-keepers and for the sale of tickets and programmes.
	3. The hirer is responsible for the good behaviour of all patrons attending their event.
	4. The hirer is responsible for the health and safety of people attending their events. The hirer is also responsible for any attendees needs under the Disability Discrimination Act. If you have any access needs please advise us at the time of booking. It is the responsibility of the hirer to ensure that the accommodation booked is suitable for use by all persons who may attend the event, including all health and safety aspects and disability rights. It is therefore recommended that hirers carry out their own risk assessment.
4. **SUB LETTING** No sub-letting or hiring out to other organisations of the accommodation booked is permitted.
5. **ADDITIONAL EQUIPMENT HIRE** Additional facilities, e.g. visual aids, must be booked at least 7 days before the date of the meeting.
6. **CATERING** Catering at the Institute may only be provided by the BMI sole caterers: M&M Catering (tel. 0121 236 1233). Customers are not permitted to consume their own food and drink on the premises.
7. **SMOKING AND THE CONSUMPTION OF ALCOHOL** are not allowed anywhere in the building.

For any further details please contact Martin Boyle, Conference Facilities Manager.

**DISABLED ACCESS FAQS**

1. **Entrance**

Three steps with portable ramps. Please ring the bell outside the main entrance for assistance.

1. **Exit/Emergencies**

Visitors with disabilities must have adequate support, provided by the hirer, to ensure they can be guided, carried, or wheeled to safety in the event of an emergency.

1. **Toilets**

Wheelchair cubicles are provided on the main floor, adjacent to the Lyttelton Theatre. The toilets on the mezzanine floor and in the basement are not accessible to wheelchair users.

1. **Room Accessibility**

Rooms 14, 16 and the Coffee Lounge are not accessible to wheelchair users. Room 21 can be reached by wheelchair users via the rear of the Lyttelton Theatre.

Portable ramps are available to enable access to the Dickens, John Peek and Ryland Rooms.

Refreshments will be made available to visitors with disabilities in areas of the building which are accessible to them.

Hirers should inform the BMI of any arrangements required for visitors with disabilities, in order to accommodate every individual comfortably.