****

**Avalon House**

**Room Hire Information 2018**

Avalon House, an office building located on the Newtownards Road, has two rooms available for meetings; the Board Room on the ground floor and the Meeting Room on the second floor.

|  |  |  |
| --- | --- | --- |
| **Room** | **Capacity** | **Cost per hour** |
| Board Room | 20 People (board room style) | £20 |
| Meeting Room | 10 People (board room style) | £12 |

**Equipment**

The following equipment is available to rent:

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Flipchart, paper & pens | £10 |
| Digital Projector & Screen | £10 |

**Catering**

Tea/ coffee and biscuits can be provided for your meeting.

|  |  |
| --- | --- |
| **Item** | **£ Per Person** |
| Tea/ coffee, biscuits | £1.50 |

If you need additional catering you can order from an external caterer and have it delivered to Avalon House or we can do this on your behalf.

**Please note, all prices quoted on this Room Hire Request form are *exclusive* of VAT**

**Car parking & Access**

Avalon House is located on the Newtownards Road. There is limited on street car parking available on Lelia Street and on Newtownards Road (9.30am to 4.30pm). The Newtownards Road is also serviced by Metro 3A and 20 (City Centre/ Dundonald).

**Avalon House**

**Room Hire Request Form**

**Contact Information**

|  |  |
| --- | --- |
| Primary Contact Name: |  |
| Name of Organisation: |  |
| Nature of Business: |  |
| Business Address: |  |
| Email: |  |
| Telephone: |  |

**Event Information**

|  |  |
| --- | --- |
| Title of Event: |  |
| Date: |  |
| Start Time: |  |
| Finish Time: |  |
| No. of Attendees: |  |
| Room Required:  *(see overleaf)* |  |
| Equipment Required: | Flipchart, Paper & Pens / Digital Projector & Screen  *(Delete as appropriate - see rental cost overleaf)* |
| Catering Required: | Yes / No  *(Please see catering cost overleaf for more details)* |
| Special Requirements: | *Please indicate how you would like the room setup on arrival – see overleaf for more information.* |
| How did you hear about us? |  |

Please complete and return this booking form to [info@eastsidepartnership.com](mailto:info@eastsidepartnership.com).

If catering is required, please include details in your Room Hire Request email.

**EastSide Partnership**

**Avalon House**

278-280 Newtownards Road

Belfast

BT4 1HE

**Terms & Conditions**

Please ensure you read and understand the terms and conditions below before requesting to book a room in Avalon House.

**Booking Confirmation**

Once a booking has been requested, EastSide Partnership will send the client a confirmation email. EastSide Partnership asks that all specific information regarding the event e.g. numbers, room set up, catering numbers etc. are confirmed by the client (preferably by email) at least seven days in advance.

**Amendments / Cancellations**

Clients are asked to give at least one week's notice (in writing) before amending, postponing and/or cancelling any booking. If less than one week's notice is given then the full charge of the room booking may be incurred. In some cases, this may also include a catering charge. Should the client make significant changes to the programme or the expected number of guests, these amendments may affect the rates and/or facilities offered by EastSide Partnership.

Should EastSide Partnership need to make any amendments to your booking we reserve the right to offer you an alternative choice of facilities.

EastSide Partnership may cancel your booking:

* If the client is in arrears of previous payments
* If any actions by the client are deemed to be inappropriate
* If the purpose of the proposed meeting is in directly conflict with the ethos of EastSide Partnership or its subsidiary companies
* If the client has failed to adhere to the terms and conditions outlined in this document

Please note, costs of any damage or repairs to EastSide Partnership will be incurred by the client.

**Payment**

Room hire for EastSide Partnership is payable to Landmark East. Any Purchase Order Number should be included when confirming a booking with EastSide Partnership.

**Disclaimer**

EastSide Partnership cannot accept any responsibility for loss or damage to equipment, personal property or vehicles while on the premises.

**Avalon House Housekeeping**

*EastSide Partnership* *wishes to provide you with a good quality service. EastSide Partnership* *staff are based in the offices in Avalon House and will be happy to assist should you have any queries. Please ensure that EastSide Partnership staff are aware of any special requirements your attendees might have.*

We would appreciate your co-operation in informing your meeting attendees of the following housekeeping points.

* **EastSide Partnership** **operates a NO –SMOKING policy.**
* **Toilets are located on each floor of Avalon House (1 per floor).**

**HEALTH & SAFETY INSTRUCTIONS**

It is particularly important that attention is drawn to these health & safety instructions in case of accident or emergency.

**First Aid**

* In the event of an accident please contact a member of EastSide Partnership staff immediately. This member of staff will then contact the designated Health & Safety Officer who will complete an accident log. First Aid boxes are available on each floor of Avalon House and can be used to treat minor injuries.

**Fire Safety**

* The Fire Alarm for Avalon House consists of a high pitch continuous buzz tone. Upon hearing the Fire Alarm please leave the building immediately and calmly using the Fire Exits. Please treat the sounding of the Fire Alarm as the notification of a real fire even if you suspect it is only a fire drill.
* Please note the Fire Exits for each floor and suggested routes for evacuation:
  + Exiting from the Ground Floor- Exit via the front door
  + Exiting from the First Floor- Do not use the lift, Proceed down the stairwell calmly & exit the building through the door leading out onto Gawn Street/Newtownards Road. Press release button to open the door
  + Exiting from the Second Floor:- Do not use the lift, Proceed down the stairwell & exit the building through the door leading onto Gawn Street. Press release button to open door.
* DO NOT USE THE LIFT IN AN EMERGENCY. Please note in the event of a Fire the lift will automatically drop slowly to the ground floor and release its doors. There is no requirement for individuals to call anyone or press the buttons should they be within the lift in the event of an emergency.
* Should you discover a fire please activate the nearest Fire Alarm Call Point by pressing firmly until the alarm sounds. You should then evacuate the building, go to the Assembly Point and not re-enter until advised to do so by EastSide Partnership staff.
* The Assembly point for Avalon House is outside James Brown and Sons Funeral Directors, Newtownards Road.
* In the event of a small fire and should it be deemed safe enough, then fire extinguishers can be found on each floor of Avalon House

Should you or your attendants have any questions with regards to this notice please do not hesitate to contact a member of EastSide Partnership staff.

*Thank you for your co-operation.*