

**2022 Room Hire Information**



 

**EastSide Visitor Centre**   
402 Newtownards Road  
Belfast  
BT4 1HH

**Room Hire Request  
EastSide Gallery**

**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: |  |
| Equipment Required: | Flipchart, Paper & Pens / Digital Projector & Screen  *(Delete as appropriate)* |
| Catering Required: | Yes / No  *(Catering can be arranged with JACK Coffee Bar which is onsite)* |
| 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 [visitorcentre@eastsidepartnership.com](mailto:visitorcentre@eastsidepartnership.com).   
If catering is required, please include details in your Room Hire Request email.

**Additional Information**EastSide Gallery is 56 sqm and is located on the Second Floor of EastSide Visitor Centre.

|  |  |
| --- | --- |
| **Room Setup** | **Capacity** |
| Standing Only | 50 People |
| Theatre Style | 40 People |
| Boardroom Style | 30 People |
| Classroom Style | 24 People |
| Banquet Style | 24 People |

**Cost**Room Hire Rates as follows;

|  |  |  |
| --- | --- | --- |
| **Duration** | **Rate** | **Charity Rate** |
| Half Day | £85 | £65 |
| Full Day | £135 | £100 |
| Evening Rate (after 5pm / until 10pm) | £115 | £95 |

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

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**Terms & Conditions**Please ensure you read and understand the terms and conditions below before requesting to book EastSide Gallery, EastSide Visitor Centre.   
  
**Booking Confirmation**Once a booking has been requested, EastSide Visitor Centre will send the client a confirmation email. EastSide Visitor Centre 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 Visitor Centre.

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

EastSide Visitor Centre 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 Visitor Centre will be incurred by the client.

**Car parking & Access**There is free car parking at Connswater Community Centre (Connswater Street), Holywood Arches Health Centre and Connswater Retail Park. EastSide Visitor Centre is located at the intersection of the Comber Greenway and Connswater Community Greenway and there is a ‘Belfast Bikes’ docking station in C.S. Lewis Square, approx. 20 metres from the entrance to EastSide Visitor Centre.

**Payment**Room hire for the EastSide Gallery is payable to AVEC Solutions. Any Purchase Order Number should be included when confirming a booking with EastSide Visitor Centre.

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

**EastSide Gallery Housekeeping**

*EastSide Visitor Centre wishes to provide you with a good quality service. EastSide Visitor Centre staff are based in the offices on the top floor and will be happy to assist should you have any queries. Please ensure that EastSide Visitor Centre 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 Visitor Centre operates a NO –SMOKING policy.**
* **EastSide Gallery’s Fire Door must remain closed.**
* **The Bathroom is located beside the entrance to the Gallery.**
* **There is also a bathroom on the first floor of EastSide Visitor Centre.**

**HEALTH & SAFETY INSTRUCTIONS**

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

* In the event of an accident please contact a member of EastSide Visitor Centre staff immediately. This member of staff will then contact the designated First Aid Officer who will administer treatment for minor injuries or advise alternative action. (The First Aid Officer will require an accident log to be completed.)
* The Fire Alarm consists of a high pitch continuous buzz tone. Please evacuate the building upon hearing this alarm in a calm manner. (You will be warned in advance of any scheduled tests to this system.)
* The EVACUATION point for EastSide Visitor Centre is the CS LEWIS SQ.
* 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 and not re-enter until advised to do so by Visitor Centre staff.
* In the event of a Fire please do not use the lift. Should individuals be inside the lift during an emergency, the lift will descend to the ground floor and release its doors.
* In the event of a small fire and should it be deemed safe enough, then fire extinguishers can be found on the corridor outside the Gallery and on the corridor of each floor.
* Escape Routes in the event of evacuation being necessary are as follows:
  + Proceed down the rear stairwell to the ground floor and exit the building through the door leading out to the Newtownards Road.

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

*Thank You for your co-operation*

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