

Alder Hey Institute In the Park

Room Bookings, Facilities and Pricing Guide



Welcome

This document outlines pricing and room booking guidelines for Alder Hey Institute in the Park facility hire.

The pricing guideline applies to all members of Alder Hey staff, staff employed by other Trusts, contractors, visiting educators, visitors and external agencies who use the education and teaching facilities and services.

Please See Appendix 2 for all charges

Booking Procedure

Where can I make a booking?

Please liaise with Event Co-ordinator directly or via the booking team at roombookings@alderhey.nhs.uk

What do I need to provide?

To process your booking request effectively, please provide the following details:

- Meeting name
- Meeting organiser contact details
- Cost centre code/PO Number
- Purpose of meeting - general, CPD Course, clinical, teaching, interview
- Date of meeting
- Start time / end time
- Number of attendees
- Layout of the Room (Boardroom/Theatre Style/Workshop)
- Catering requirements
- Origin of attendees - internal/external
- Audio visual requirements
- Any other requirements (e.g. special access)

Catering

Please note all catering is organised through our internal catering department/preferred supplier. No external catering must be brought on site due to Food Legislation Laws. If you require further detail on this please contact the Event Co-ordinator.

Charges for the Lecture/Seminar Facilities

Appendix 2

Room/facilities	Capacity	Full Day (08.30 – 5pm) (weekday)	Half Day (4 hours) (weekday)	Full day (8 hours) (weekend)	Half Day (4 hours) (weekend)
Lecture Theatre (1)	65	£325.00	£195.00	£455.00	£260.00
Lecture Theatre (2)	100	£500.00	£300.00	£700.00	£400.00
Lecture Theatre (3)	65	£325.00	£195.00	£455.00	£260.00
Lecture Theatre (4)	65	£325.00	£195.00	£455.00	£260.00
The Boardroom (30)	30	£200.00	£120.00	£280.00	£160.00
Clinical skills lab (10)	25	Price upon application – limited availability			
Reception area	100 <i>only available with a primary booking</i>	£75.00	£50.00	£100.00	£75.00
E- Learning suite	10	Price upon application			
Academy staff	N/A	N/A	N/A	£40ph- Sat £50ph –Sun £40ph Monday – Friday 5pm onwards	
If you require the room for less than 4 hours, please contact theacademy@alderhey.nhs.uk for a quote					

Room Capacities

Room/facilities	Max Capacity	Theatre Style	Classroom	Boardroom	Cabaret	Workshop
The Mezzanine Lecture Theatre	70	70	-	-	-	-
Lecture Theatre (1) Jean Watterson	65	60	-	16	30	-
Lecture Theatre (2) Will Watterson	100	100	-	-	-	-
Lecture Theatre (3)	65	60	32	16	30	48
Lecture Theatre (4)	65	60	32	16	30	48
The Boardroom (30)	30	-	-	30	-	-
Clinical skills lab (10)	25	-	-	-	-	-
Reception area	100	-	-	-	-	-
E- Learning suite	10	-	-	-	-	-

Charges for Room Booking

Application of Charges

Nature of booking (Including organiser)	Charge (mid-week 8am- 5pm)	Out of hours *
Where the participants are members of Alder Hey and the event is part of Alder Hey's Internal Education and Teaching Programme with participants who are not charged.	No Charge	To be facilitated by Alder Hey Staff Lead for event
Where participants belong to charitable/voluntary organisations and are based at Alder Hey (E.g. WRVS, Stroke Association etc.) and no participants are charged.	No Charge	Academy Staff to Facilitate – charge applies
Where participants belong to charitable/voluntary organisations and are based at Alder Hey (E.g. WRVS, Stroke Association etc.) and participants are charged or sponsorship is in place.	Discount will apply to appendix 2 - email theacademy@alderhey.nhs.uk	Academy Staff to Facilitate – charge applies
All events arranged by Trust staff where participants are charged to attend (Internal and/or external delegates) Or sponsorship is in place.	Discount will apply to appendix 2 - email theacademy@alderhey.nhs.uk	Academy Staff to Facilitate – charge applies
All events arranged by Trust staff where sponsorship is arranged.	Discount will apply to appendix 2 - email theacademy@alderhey.nhs.uk	Academy Staff to Facilitate – charge applies
All events arranged by Trust Staff on behalf of an outside agency/company.	External Charges Apply (please see appendix 2)	Academy Staff to Facilitate – charge applies
All events arranged by Trust staff on behalf of external professional bodies (Inc. regional/national).	External Charges Apply (please see appendix 2)	Academy Staff to Facilitate – charge applies
For events where charges will be levied, please contact the relevant manager in the first instance to discuss requirements and a quote for services.		

- NB** All of the above charges are exclusive of
- a)** VAT (where applicable)
 - b)** Ad Hoc Administrative Support
 - c)** All consumables

Out of Hours Event*

This includes events being held after 5.00 pm Monday – Friday and/or at weekends. Rooms in the Clinical Skills Units (CSU) are not available out of hours, except for events for which a charge is levied and must be facilitated by Academy members of staff.

Charges for Services and Ad Hoc Requirements

Category	Requirement	Price
Event Management/Administration	Managing ticket purchases, documenting all attendee's information/requirements, name badges, event information packs, liaise with catering team. For further information please contact theacademy@alderhey.nhs.uk .	Quote on request
Setting up, Resetting and clearing of rooms following use	Seating arrangement, presentation material set up on arrival (if requested)	Included in room cost if charged
Display boards/ Smartboards/AV equipment	Lecture Rooms are fully AV fitted. Projector/ computer/ VGA, HDMI, Display port adaptors/ Mic. Please advise of any essential requirements on room booking request.	Included in room cost
Computer printing/ Photocopying	A4 Black/White A3 Black/White A4 Colour A3 Colour	6p 12p 50p £1
Laminating	A4 A3	25p 50p
Consumables	Please contact theacademy@alderhey.nhs.uk With requirement	Charged at cost plus standard charge
Hospitality	Catering is to be arranged through the Academy Events Team for external events. All internal events must be arranged directly with the catering team. Please request your catering form from Stephen.DeClouet@alderhey.nhs.uk hospitality@alderhey.nhs.uk	Request Menus at theacademy@alderhey.nhs.uk
Video Conferencing/Recording	For booking of the VC room, generate a conference code and distribute this to the client and to set up the equipment on the day	Quote on request at theacademy@alderhey.nhs.uk
Sponsor/exhibition	Table and advertisement space	Quote on request at theacademy@alderhey.nhs.uk
Domestic service	Please contact theacademy@alderhey.nhs.uk With requirement	Quote on request

Room hire Cancellation Penalties

Cancellation notice	Charge
Written cancellations received in excess of one calendar months' notice of the event date	25% of total fee will be charged
Written cancellations received between 14 days and 1 calendar months' notice of the event date	50% of total fee will be charged
Written cancellations received between 7 and 14 days' notice of the event date	75% of fee will be charged
Written cancellation received between 1 and 6 days' notice of the event date	100% of fee will be charged
Failure to attend event without any form of notice	100% of fee will be charged

NB All cancellations must be via e-mail or in writing.

All rooms booked by users should be left clean and tidy and all furniture returned to its original layout. Failure to comply will result in a charge being levied.

<p>Terms & Conditions</p> <p>I have read and agree with the Terms & Conditions of Hire</p> <p>Name _____</p> <p>Signature _____</p> <p>Event _____</p> <p>Organisation _____</p> <p>Date _____</p>
