

## **Royal Society of Medicine Library room bookings terms and conditions**

The Royal Society of Medicine (RSM) is an independent, apolitical organisation that promotes the exchange of knowledge, information and ideas in medical science. The RSM's venue facilities are available for hire by external organisations.

1. All bookings made by persons in respect of rooms at the RSM are accepted by the RSM upon the following terms and conditions, which shall form the contract between the Royal Society of Medicine and the Hirer.

### **Room bookings**

2. A room may be provisionally reserved with the RSM Library by completing the booking form. Such a reservation will be held for 10 working days.
3. The room will be charged for when the booking has been conformed and all catering arrangements have been agreed.
4. Additional charges for overrun of room hire time, or additional IT support may incur further costs and so be invoiced retrospectively.
5. The Hirer further agrees to pay the RSM such other charges as arise in accordance with these terms and conditions.
6. When two or more persons or organisations are named in a Room hire booking invoiced by the RSM they shall be jointly and severally liable under these terms and conditions.

### **Cancellations**

#### Cancellation by the RSM:

7. The RSM reserves the right to cancel the booking forthwith without any liability on its part in the event of the Hirer failing to perform any of the obligations contained within these terms and conditions.
8. If for any reason beyond its control the RSM is unable to perform its obligations in connection with any booking, such non-performance is excused and the RSM may terminate this contract without further liability of any nature, upon reimbursement of any sums paid by the Hirer. In no event shall the RSM be liable for consequential damages of any nature for any reason whatsoever.
9. The nature of the function shall be notified to the RSM at the time of booking. As a registered medical charity dedicated to the continued improvement in human health, we reserve the right to refuse bookings from organisations that support or undertake activity that is deemed by the RSM, at its absolute discretion to be not in the interests of medical care, health or well being.

#### Cancellation by the Hirer:

10. The Hirer may cancel a room booking by giving notice in writing. In the event that the Hirer cancels a booking, the RSM will refund payments made by the Hirer but reserves the right to impose a cancellation fee, if no alternative booking is made.
11. Up to 15 working days prior to the commencement of the booking no cancellation fee will be charged.
12. Between 15 and 5 working days prior to the commencement of the booking, the cancellation fee will be 25% of the room hire charge.
13. From 5 working days up to the last working day before the commencement of the booking, the cancellation will be 50% of the room hire charge.
14. Cancellation on the day of the room booking or no show, there will be no refund.
15. The Hirer is in breach of this contract if:
  - 15.1.1. Any payment is not made by the due date
  - 15.1.2. The function is presented or conducted by the Hirer other than in accordance with the event content notified to the RSM at the time of the booking and approved by Management.

### **Catering**

16. Tea, coffee and biscuits can be ordered. There is a minimum of 6 for an order to be placed costing £3 per serving.
17. Lunch is available and can be pre-ordered which can be supplied.

### **Hours of use**

18. Weekday room bookings are from 9am to 5pm. Saturdays from 10am to 4pm. Bookings that overrun will be charged at £50 per hour.

### **Insurance**

19. The Hirer must effect and maintain Public Liability Insurance, which will claims, costs, proceedings, charges and expenses incurred in respect of any injury to any person or loss of or damage to property, which occurs while the Hirer, its employees, guests or contractors are on or about the premises of the RSM. The Hirer shall at the request of the RSM produce the policy of insurance together with evidence of payment of the current premium.

### **Other points**

20. We request that personal property is not left unattended at any time. The RSM cannot accept responsibility for any items lost or mislaid on the premises.
21. The RSM does not endorse or support the meeting programmes and/or content of any external function held at its premises.
22. The use of the RSM logo or any other branding by external organisations is prohibited. The RSM logo and name are trademarked (Trade Marks Act 1994) and may not be used by any other organisation or person outside the RSM without permission. In the event that the Hirer uses the logo or any branding without permission the RSM reserves the right to cancel the function without the return of any room hire fees paid by the Hirer.
23. Permission is required for all photographs, filming and video taping within the RSM premises.
24. The Hirer shall not sub-let the hired rooms or any part thereof without written consent from the RSM.
25. The Hirer shall take all reasonable precautions to ensure that no damage occurs to the property of the RSM or its employees. In the event of damage occurring, the RSM reserves the right to render the Hirer liable for the replacement or repair of any or all property damaged.
26. The Hirer may not fix anything to the interior or exterior of the building by any means unless agreed in writing with the Management team in advance.

#### **Data Protection Act**

27. The details of the Hirer or client will be held by the RSM on its computer database for use by its accounts department for maintaining proper records and for marketing purposes. It will not be passed onto any third parties.

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