

Southglade Food Park Room Bookings

In order to ensure that your event/meeting runs as smoothly as possible please take into account the following points when booking a room at Southglade Food Park. Please note that hire is subject to The Food & Drink Forum's standard terms and conditions (https://www.foodanddrinkforum.co.uk/public/?page_id=923).

Opening Times

The opening times of Southglade Food Park are 9.00AM – 5.00PM. Events/meetings can only take place during these hours. Please be aware that if your event/meeting has a 9.00AM start you will not be granted access until this time. Please ensure that all delegates/attendees are aware of this. It is possible to arrange and book 8.30AM access – please discuss this with a member of Business Centre staff.

AV Equipment

Southglade Food Park has a projector which can be connected to a laptop, flip chart and pens available in the training room (not available in smaller meeting rooms), free of charge, subject to availability. If you need AV equipment you are welcome to bring your own but please allow time for setting up and dismantling when booking the room. Please also ensure that your equipment has been PAT tested and found safe to use. A projector screen is available in the training room which can be directly project onto.

If there are trailing leads please ask the Business Centre staff for cable covers. Our staff will also be happy to loan you extension leads should you need them.

Greeting your Delegates

To ensure we can meet the needs of your visitors please inform the Business Centre staff if the number of people you are expecting to attend either increases or decreases before the event/meeting.

All visitors should report to the Business Centre Reception. From this point our staff will direct them to the relevant room. You are welcome to provide your own greeting staff should you prefer. Please also inform our staff when you have vacated the room.

If your event/meeting has a split agenda or you have guests arriving at different times please inform our staff so that we can greet your visitors accordingly.

Prior permission must be obtained from The Food & Drink Forum to attach posters, banners, flags or other such material to both the interior and exterior of the premises.

If there is anyone attending your meeting who would need assistance in the event of a building evacuation please inform a member of the team at the Business Centre in advance of your event/meeting.

Site Safety & Parking

As this is a working food manufacturing site, attendees should take additional care when onsite. Access to the site can be granted by dialling 30 on the car park intercom system – attendees should review the health and safety guidelines on the site map to the right hand side as entering the car park gate and should abide to these site rules at all times.



Attendees should aim to park in front of the Business Centre, parking is limited and so where further assistance is sought in finding a parking space, attendees should find a temporary space to park safely and speak to the Business Centre staff, ensuring that walkways are followed if crossing the site.

Please inform your attendees that parking is limited prior to their arrival as they may wish to make alternative arrangements.

Cancellation

In the event that you cancel your booking with us less than one week's notice you will still be liable for the hire charge.



Terms and Conditions of Room Hire at Southglade Food Park

1. Where an organisation is named on the booking form, that organisation shall be considered the **Hirer** and shall be jointly and severally liable herein with the person who signs the form.
2. The **Hirer** shall not sub-licence any part thereof.
3. The **Hirer** is responsible for all damage to the hire premises and to any of the property within the premises for the entirety of the hire.
4. A hire starts as soon as the **Hirer** and personnel enter the space hired and does not cease until the **Hirer** and personnel vacate the space hired.
5. Property and refuse of the **Hirer** and personnel must be removed following the hire and in default **The Food & Drink Forum** shall be entitled to and are hereby authorised to remove such property and refuse and recover the cost thereof from the **Hirer**. The premises must be left in a clean and tidy condition.
6. **The Food & Drink Forum** shall not be responsible for any loss of, theft or damage to any property arising out of the hiring.
7. **The Food & Drink Forum** shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled except where such loss is in the form of death or personal injury that is caused by the negligence of **The Food & Drink Forum**.
8. The **Hirer** shall be liable for and indemnify **The Food & Drink Forum** in respect of any loss, damage or injury which may be incurred or be done or happen to the **Hirer** or any person(s) in his/her employ, except in the case of death or personal injury that is caused by the negligence of **The Food & Drink Forum**.
9. The right to entry to the premises is reserved for any officers of **The Food & Drink Forum** on duty and any Police Officer at any time during the hiring.
10. The **Hirer** shall comply with all relevant **Food & Drink Forum** standard operating procedures (SOPs) and policies including Health and Safety.
11. A first aid kit is available from Business Centre staff but the **Hirer / Event Leader** is responsible for assisting delegates with their first aid needs.
12. The **Hirer** shall comply with all reasonable requirements of **The Food & Drink Forum** personnel for the duration of the premises being hired.
13. The **Hirer** shall comply with all reasonable requirements of the duty office on behalf of **The Food & Drink Forum**, for the duration of the premises being hired.
14. The **Hirer** must obtain prior permission of **The Food & Drink Forum** to attach posters, banners, flags or other such material to both the interior and exterior of the premises.
15. No part of the hired premises shall be used other than for the purpose of the room hire described on the booking form.
16. The **Hirer** agreed to comply at all times with all relevant statutory provisions applicable to occupation, use, hiring and management of the hired premises and the purpose for which they are hired.
17. The **Hirer** shall leave fire points and accessories uncovered on request to the satisfaction of the Site Fire Marshal.
18. In the event of a **Hirer** cancelling a booking with less than one week's notice, the full booking fee will be chargeable.
19. **The Food & Drink Forum** will, for all conference events provide such a number of staff as they, in their absolute discretion, consider appropriate, at the **Hirer's** expense and the said staff have the powers to enforce the observation of the conditions of Hire as well as the preservation of peace and good order.
20. **The Food & Drink Forum** retains the right to cancel at its absolute discretion any hiring and refund all monies if the hire is deemed to be likely to offend the public or embarrass **The Food & Drink Forum** and / or the **Southglade Food Park** tenants.



