

Room Booking Terms and Conditions

The facilities at the Centre for Health Science are provided for hire by tenant organisations within the Centre. The booking of these rooms is co-ordinated by the facilities managers, Robertson Facilities Management.

Facilities within the Centre for Health Science are hired and services offered by Robertson Facilities Management. Support for promoting and planning your event is provided by the Centre for Health Science Management Company.

Priority for hire of any area within the building will be given at the discretion of the facilities manager.

Room booking

All bookings must be made using the Room Booking Form available on the Centre for Health Science web site.

Advance booking is recommended. At least one weeks' notice is preferred as the demand for facilities within the Centre is high.

Availability of Facilities

Rooms are available for booking within 6 weeks of the required date.

Bookings for events or conferences may be accepted more than six weeks in advance with the approval of the relevant tenant organisation. Please direct enquiries to cfhsroombooking@robertson.co.uk

Access

The facilities within the Centre for Health Science are available for use between the hours of 08:00 and 21:00 Monday to Friday, 09:00 – 17:00 on Saturdays. Any bookings for times outside of these hours will be agreed at the discretion of the facilities manager and an additional charge will be levied to cover additional staff costs.

The facilities within the Centre have disabled access.

Confirmation

The facilities managers will contact the client confirming details of the booking and the agreed costs associated with the booking.

Cancellations

Should a cancellation arise, clients are requested to advise the facilities managers in writing or via e-mail (cfhsroombooking@robertson.co.uk) immediately.

Should a booking be cancelled within two weeks of the scheduled booking date a 25% cancellation charge will be levied?

IT Equipment

Clients will not be permitted to use the lighting, IT or AV equipment within the facilities until they have been sufficiently trained in the use of the equipment. If training is required please ensure this is arranged with the facilities managers at least 3 working days prior to the booking.

Clients are advised to provide their own laptops for use within the Centre. It is the responsibility of the client to ensure all equipment is suitable for use prior to the booking date. The Centre will take no responsibility for the malfunction of equipment.

IT equipment should not be removed from the facilities.

Room Configuration

Facilities with moveable furniture can be set up in a range of configurations suitable for seminars, workshops and meetings. Details of room configurations are available on request. The facilities managers will arrange the furniture in agreement with the client.

Furniture is not permitted to be removed from the facilities.

Catering

In house catering is provided by NHS Highland. Sample catering menus are available on request. Requirements should be discussed with the facilities managers.

Clients are permitted to arrange outside caterers of their choice. Arrangements should be discussed with the facilities managers.

Smoking

The Centre for Health Science operates a strict NO Smoking policy. Smoking is NOT permitted anywhere within the boundary fencing of the site. It is the responsibility of the meeting host to ensure meeting/ events delegates comply with this policy.

Car Parking

Car parking is provided within the grounds of the Centre. A charge of £1.00 is levied for exit from the car park. A £1.00 token should be purchased from the token machines located throughout the Centre prior leaving the building. It is the responsibility of the event/ meeting host to advise delegates of the car parking charge.

Tokens for the car park are available to be purchased in bulk with prior arrangement with the facilities managers.

Health and Safety

It is the responsibility of the event/ meeting host to ensure all health and safety procedures are complied with. The facilities managers will advise you of the health and safety arrangements for the Centre prior to your event/ meeting.

Contact information

Business Development Manager: Lindsey Moodie
Telephone: 01463 255 915
E-mail: thecompany@cfhs.eu

Contract Manager: Wendy Watson
Telephone: 01463 255000
Mobile: 07969755656
E-mail: cfhsroombooking@robertson.co.uk