### BUSINESS HUB
**BUSINESS INCUBATION CENTRE**
**Meeting Room Hire**

**@UoE_BusinessHub**

### MEETING ROOMS

<table>
<thead>
<tr>
<th>Layout Styles</th>
<th>Meeting Room 1</th>
<th>Meeting Room 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatre</td>
<td>15</td>
<td>24</td>
</tr>
<tr>
<td>Boardroom</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>U-Shape</td>
<td>8</td>
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</tr>
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</tbody>
</table>

| Prices Full Day | £200.00 | £200.00 |
| Prices Half Day | £125.00 | £125.00 |

**Full Day**

- 8.45am to 5.30pm

**Half Day**

- 8.45am to 12.45pm or 1.30pm to 5.30pm

Individual price plans for group available upon request for group or multiple bookings

**Evening & Weekend bookings available at excellent rates**

For larger meeting rooms, conference facilities and out of hours events, please contact **Venue Essex at www.venue-essex.co.uk**

**A4 Photocopying**

- 15p per A4 side
## CATERING

### Working Lunch

Hand cut wholemeal, granary or white bread sandwiches with a selection of fillings
Crisps
Fruit Bowl
Fruit Juices

Tea and Coffee on arrival and with lunch  
**£8.50 per person** (Minimum 4 people)

## REFRESHMENTS

- Tea or Coffee **£1.10 (per cup)**
- Tea, Coffee or Fruit tea with biscuits **£1.65 (per cup)**
- Unlimited filter coffee with biscuits: Half day = **£3.50 pp**, Full day = **£5.00 pp**

1 litre carton of fruit juice = **£1.95 each**, individual fruit juice = **90p each**

(Filtered cold water is provided free of charge with catering and is also available in conference/meeting rooms at no cost)

Please note that items not available may be substituted. All prices subject to VAT.
BUSINESS HUB
BUSINESS INCUBATION CENTRE
Meeting Room Hire

Name of Organiser:
Company:
Address:

Invoice Address: (If different from above)

Reference/Purchase Order Number (For invoicing):

Contact Number:  
E-mail address:

Date of Event:  
Start Time:  
End Time:

Event Title:

Name of contact on the day:

Numbers attending (including speakers):

Please note that all rooms include WiFi/laptop connection and projector. If you require any further equipment can you please specify here:

Please tick relevant boxes ☐ and fill in any refreshment times (prices and menu attached):

<table>
<thead>
<tr>
<th>Rooms Required</th>
<th>Layout</th>
<th>Tea/Coffee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 1</td>
<td>Theatre ☐</td>
<td>On arrival ☐</td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td>Boardroom ☐</td>
<td>Mid morning ☐</td>
</tr>
<tr>
<td></td>
<td>U-Shape ☐</td>
<td>With lunch ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid afternoon ☐</td>
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<tr>
<td></td>
<td></td>
<td>Unlimited Tea/Coffee ☐</td>
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<tr>
<td></td>
<td></td>
<td>Biscuits ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>lunch ☐</td>
</tr>
</tbody>
</table>

Any special dietary requirements including religious, medical or personal grounds please specify here:

How did you find out about our Business Incubation Centre Meeting Room facilities?

Our building has disabled access to all rooms and facilities however please let us know in advance if any member of the party has special requirements or requires assisted access.

SIGNATURE:  
DATE:

Signing this form confirms you have agreed to BIC Meeting Room booking terms and conditions.

Please return this booking form to: The Business Hub, University of Essex, Southend Campus, Elmer Approach, Southend-on-Sea, Essex, SS1 1LW or by e-mail on businesshub@essex.ac.uk

(If you require any further room booking information please phone 01702 328300)
BUSINESS HUB
Room Hire Terms & Conditions

- All prices are exclusive of VAT which will be charged on all bookings.
- A standard full day booking is from 8.45am - 5.30pm.
- A standard half day booking is 8.45am - 12.45pm or 1.30pm - 5.30pm.
- Out of hours charges POA
- Rooms must be vacated by the end time given on the completed booking form (unless otherwise agreed with the Business Hub staff). Room use in excess of pre-booked times will be invoiced at the appropriate rate. When you have finished using our room(s) please notify our Receptionist in order for the room to be locked.
- Any electrical equipment brought into the Business Hub must be PAT tested in advance (and have a label on the plug to show this).

Catering
- Any special dietary or access requirements should be stated at the time of booking.
- Only food and drink supplied by our nominated caterers can be consumed within the Business Incubation Centre Meeting Rooms
- Please note that charges for refreshments and catering are based on the number of attendees stated on your completed booking form or actual number of attendees whichever is higher.

Bookings & Fees
- Requests made for bookings more than 6 weeks in advance can be held provisionally for a maximum of 2 weeks.
- Requests made for bookings between 1 to 6 weeks in advance will be held provisionally until 4 weeks before the event (or for 3 working days, whichever is the greater). They must then be confirmed or cancelled.
- Bookings will be invoiced in full and must be paid prior to the event. Any additional charges will be invoiced within 5 working days of the event. This includes charges where bookings run outside of session time.
- Out of hours charges apply where bookings run outside of session times in multiples of 30 minutes.
- Out of hours use of rooms is subject to resource availability and prior agreement of Business Hub Staff. Charges will apply
- Once a booking is confirmed, all cancellation fees apply, please see below.

Cancellation Fees
- Cancellation within 1-6 weeks prior to event = 50% of the room hire fee.
- Cancellation within seven full days prior to event = 100% of all charges
- It may be possible to transfer your room booking to an alternative date however all other cancellation fees apply.

To discuss your requirements or to view our facilities please contact the Business Hub on 01702 328000 or by e-mail at businesshub@essex.ac.uk. You can also view photographs of our facilities are on our website: www.essex.ac.uk/business/facilities/conferences/default.aspx