

CONDITIONS OF BOOKING

1. Confirmation of Booking

- All bookings must be confirmed by letter or on official booking form (preferably 2/4 weeks prior to event). If this is not received booking will not be accepted.
- The University Court reserve the right to refuse the use of University Accommodation to any person or organisation.

2. Security/Access to Rooms

- If, on arrival to any room officially booked the door is locked, please contact our Security Supervisor on (27)3327.
- The University Court will not be responsible for any loss or damage to any personal property.

3. Furniture/Layout of Room

- Numbers attending will be as stipulated in the entertainment licence or by the University.
- If at anytime during your time within any of the teaching classrooms you find it necessary to move desks/chairs, it is essential that you return these to their original position.
- No Decoration will be permitted without the University's permission

4. Cleaning

- It is essential that accommodation used is left in a clean and tidy state. If the room is found in an unsatisfactory state and any additional cleaning is necessary, a charge for this may be incurred.

5. Car Parking

- Car parking is not included as part of a room booking. There will be no parking in front of the Elphinstone Hall. Parking is only permitted in marked bays. Parking in the Evenings is available but cannot be guaranteed.

6. Catering

- Campus Services (within the University) will supply all catering required and bar facilities.
- Any licensed function will terminate when the liquor licence expires and drinking up time will be 15 minutes.
- Please contact the Conference & Events Office (within Campus Services) to arrange this facility on Tel: 272660.
- Catering is not permitted in teaching rooms.

7. Audio Visual/Electrical Equipment

- AVA equipment can be supplied in most of the teaching accommodation. Please specify requirements at an early stage as an extra charge will be incurred for any equipment required.
- Any Electrical equipment (including discos) must be inspected by the University's electricians.

8. No Smoking Policy

- All University Buildings are No Smoking Areas