



Room Hire Booking Form

We have a variety of rooms to hire for all your needs, whether you're looking for classrooms, practical rooms or lecture theatres. Please complete this booking form at return to RoomBkgRequests@bso.ac.uk or post to Room Hire, British School of Osteopathy, 275 Borough High Street, London SE1 1JE.

General Details

Contact Details:	
Contact Name	
Position	
Company Name	
Address	
Postcode	
Phone Number	
Fax number	
Email	
Event Title	
A brief outline of the course / group event	
Are you a charity?	YES / NO
What is your Charity Registration Number? <i>Charities will receive a 50% discount on room hire costs.</i>	
Are you a current BSO student? <i>Students will receive a 20% discount on room hire costs.</i>	YES / NO
Event Details:	
Frequency (One-off/Ongoing)	
Date(s) of event(s)	
Number of delegates	
Name of event	
Start time	
Finish time	

Lecture / Teaching Rooms for Hire

Please indicate which of the rooms listed below you would like to hire placing a tick in the appropriate box					
Room	Description	Half Day or Evening (4 hours) (Please Tick)		Full Day (more than 4 hours) (Please Tick)	
G02	<ul style="list-style-type: none"> ▪ Lecture Theatre ▪ Air Conditioning ▪ Full Audio-Visual set up ▪ Maximum seating capacity of 114 (with writing ledges) 	£175.00		£350.00	
2.09	<ul style="list-style-type: none"> ▪ Teaching Room (desks & chairs) ▪ Full Audio-Visual set up ▪ Air Conditioning ▪ Seating capacity of 30 	£150.00		£300.00	
3.10	<ul style="list-style-type: none"> ▪ Computer room ▪ Full Computer set up ▪ Air conditioning ▪ 45 computers 	£150.00		£300.00	
1.03	<ul style="list-style-type: none"> ▪ Teaching Room (desks & chairs) ▪ Full Audio-Visual set up ▪ Additional viewing screens ▪ Air Conditioning ▪ Seating capacity of 50 	£175.00		£350.00	
1.05	<ul style="list-style-type: none"> ▪ Teaching Room (desks & chairs) ▪ Full Audio-Visual set up ▪ Air Conditioning ▪ Seating Capacity of 40 	£150.00		£300.00	
2.08	<ul style="list-style-type: none"> ▪ Teaching Room (desks & chairs) ▪ Full Audio-Visual set up ▪ Air Conditioning ▪ Seating capacity of 20 	£125.00		£250.00	
2.01	<ul style="list-style-type: none"> ▪ Board Room ▪ Seating capacity of up to 10 ▪ (No Air Conditioning) 	£75.00		£150.00	
2.07	<ul style="list-style-type: none"> ▪ Seminar Room (desks & chairs) ▪ Seating capacity of up to 15 ▪ (No Air Conditioning) 	£75.00		£150.00	

Practical / Technique Rooms for Hire

Please indicate which of the rooms listed below you would like to hire placing a tick in the appropriate box

Room	Description	Half Day or Evening (4 hours) (Please Tick)		Full Day (more than 4 hours) (Please Tick)	
Berthon Room	<ul style="list-style-type: none"> ▪ Practical / Technique Room ▪ Air Conditioning ▪ Full Audio-Visual set up ▪ Contains 25 plinths / treatment tables ▪ A capacity of 50 (based on two delegates per plinth) 	£150.00		£300.00	
4.15	<ul style="list-style-type: none"> ▪ Practical / Technique Room ▪ Full Audio-Visual set up ▪ Contains 20 plinths / treatment tables ▪ A capacity of 40 (based on two delegates per plinth) 	£125.00		£250.00	
4.16	<ul style="list-style-type: none"> ▪ Practical / Technique Room ▪ Portable Audio-Visual set up available ▪ Contains 16 plinths / treatment tables ▪ A capacity of 32 (based on two delegates per plinth) 	£125.00		£250.00	
1 st Floor Technique Room	<ul style="list-style-type: none"> ▪ Practical / Technique Room ▪ Portable Audio-Visual set up available ▪ Contains 10 plinths/treatment tables ▪ (No Air Conditioning) 	£125.00		£250.00	
Individual Practical Room	<ul style="list-style-type: none"> ▪ Practical / Technique Room ▪ Portable Audio-Visual set up available ▪ Contains 1 plinth/treatment table ▪ (No Air Conditioning) 	£25.00		£50.00	

Social / Dining Space for Hire

Please indicate which of the rooms listed below you would like to hire placing a tick in the appropriate box					
Room	Description	Half Day or Evening (4 hours) (Please Tick)		Full Day (more than 4 hours) (Please Tick)	
Bar / Café Area	<ul style="list-style-type: none"> ▪ Social / Dining Space ▪ Air Conditioning ▪ Maximum seating capacity of 50 ▪ Can bring in own catering 	£150.00		£300.00	

Other Special Requirements

Please indicate whether you require any specific equipment:

Other Special Requirements	Please Delete as Appropriate
Flipcharts	YES / NO
Whiteboard	YES / NO
LCD Projector	YES / NO
OHP Projector	YES / NO
Microphone	YES / NO
Other: Please state	

Catering Requirements

Regrettably we are unable to provide any specific catering requirements.

There are shops and cafes nearby which sell a range of sandwiches, snacks and hot and cold drinks.

Security

On weekdays the building is open from 8am until 9pm. If you would like to hire a room outside of this time then there will be an additional security charge of **£18.00 per hour** added onto your fee to cover security costs.

Our building is open from 8am until 5pm on most weekends, but if the building is opened specifically for your booking there will be an additional charge of **£180.00**. This is split between any other groups who are also hiring rooms.

If your booking incurs the additional security charge you will normally be informed at the time of your enquiry / booking.

Deposit

In order to secure and confirm your booking we require a deposit of £50.00 for each day, with a maximum deposit of £200 payable. **Please note that this is non-refundable.** Please pay the deposit by cheque (made payable to "The British School of Osteopathy") and post to the address below. If you wish to pay the deposit by any other means, please contact us at RoomBkgRequests@bso.ac.uk or on 020 7089 5352.

Signature & Confirmation

Please sign below and return with the deposit to: Room Hire
The British School of Osteopathy
275 Borough High Street
London, SE1 1JE

I hereby confirm that any advertising of this course/group clearly states the following:

“This course is not run or managed by the BSO, and the BSO does not in anyway endorse the course content of any external provider”

Signed: _____ Date: _____

For Office Use Only:	Amount
Room Hire Total	
Additional Security Charge Required YES / NO	
Dates for Security Charge:	
Deposit Received: (£50.00) YES / NO	
50% Charity Discount Applicable? YES / NO	
20% Student Discount Applicable? YES / NO	
Total Invoice	