

Nº 12

THE MEETING ROOMS

at Bristol Law Society



Flexible conference space and meeting rooms suites conveniently located on the Centre between the Waterfront Area and the Old City in Bristol Law Society's refurbished modern office



The Conference and Meeting Room Suites

Room Hire Information

Bristol Law Society's suite of Conference and Meeting Rooms are conveniently located on The Centre between the Waterfront Area and the Old City in a modern building situated on the corner of Colston Avenue and St Stephen's Avenue. There are several large public car parks within a five minute walk of the rooms.



We have 4 Meeting Rooms which can hold between 6 and 10 people and an additional Conference Room that can accommodate 55 including speakers seated in theatre style or up to 70 for a stand-up networking event. All rooms can be individually acclimatised, and we can provide a choice of room set ups upon request (see sample layout plans attached). Wheelchair access is available via ramp to groundfloor rooms (Hawkswell and Gaskell) by prior arrangement.

Whether you want an off-site team or partners meeting, city centre client meeting, confidential interview or a staff training session, our meeting spaces can adapt to meet your requirements.

Our room hire includes:

- free guest WIFI on our superfast Gigabit Fibre connection
- use of all IT/audio equipment to include a ceiling mounted projector in the Hawkswell Conference room and separate portable projector and laptop to run presentations
- complimentary meeting paper and pens
- use of flipchart and pens
- access to printer/copier (copy charges may apply)
- a round of fresh filter coffee for every half day booked (min 3 hours)
- refreshments to include still water, unlimited tea and coffee

We can arrange additional catering on request at a supplementary charge. Please see our catering brochure for further information.

St Nicholas Market and Corn Street, are just a five minute walk away and offer a wide selection of cuisines.

All rooms can be booked via email or by phone by contacting our Events Co-ordinator, Clair Ponting:

phone: **0117 945 8486**; or

email: roomhire@bristollawsociety.com

who will endeavour to ensure we can meet your specific requirements.

With competitive rates, make Bristol Law Society your choice for local meeting room hire.



Standard Room Hire Fees

(See Terms & Conditions for Conference and Meeting Rooms below)

All rooms are available with discounted rates of 25% for our [corporate members](#) and agreed sponsors

Room	Seating Capacity per room	Hourly Rate	Half Day (4 hours)	Full Day (8 hours)
Tuckett & Exton Rooms	6	£40*	£120	£240
Hicks	8	£50*	£150	£300
Gaskell Boardroom	10	£60*	£180	£360
Hawkswell Conference Room	24-55 seated** 70 standing	£60*	£180	£360
Out of Hours Fees (outside 9am - 5pm)		£80		

* Minimum of 1.5 hours during core hours; minimum 2 hours if booking outside core hours.

** Layout style dependent

- Individual member discounts – please contact us if you wish to hire in a personal capacity
- Bulk bookings discount available on request
- All fees include set up and clear up time which must be concluded within the booked timeframe or additional fees will apply
- All rates exclude VAT

Terms & Conditions for Conference and Meeting Rooms

These are the terms and conditions of the Contract between you and Bristol Law Society ("BLS" or "us") for your booking.

By signing the attached Conference and Room Hire Booking Form ("the Booking Form") you confirm that you accept these terms and conditions.

1. Completing and paying for your booking

In order to confirm your booking, you will need to complete the following steps:

- return the signed Booking Form to us 21 days before the booking or if booking less than 21 days in advance of the date of use, by return;
- for security reasons, confirm to us the final numbers and names of users 3 days prior to the booking and, if booking less than 3 days in advance of the date of use, on booking; and
- pay our invoice in full by cheque or bank transfer on confirmation of the booking (Account details to be provided on booking).

We reserve the right to charge a refundable deposit for events where food and drink are being served.

2. Cancellation by Bristol Law Society

We will be entitled to cancel the booking without any liability to you (including loss suffered, expenditure incurred or wasted costs) at any time if:

- the booking may prejudice the reputation of BLS;
- there are any changes in the booking requirements which BLS cannot accommodate;
- the booking is cancelled for any reason outside the direct control of BLS; or
- any of the steps in section 1 are not completed.

Under any other circumstances, save to the extent that liability cannot be excluded by law BLS' total liability to you for any loss arising from breach of contract or negligence or on any other basis shall be limited to the amount of the relevant booking fee.

3. Cancellation by the Client

If you cancel your booking you may incur cancellation fees on the following basis:

Hawkswell Conference Room

- if you cancel a booking 21 days before a booking is due to take place any prior payment will be refunded, and no cancellation fees will apply;
- if you cancel a booking between 21 days and up to 7 days before a booking is due to take place you will be entitled to a 50% refund of any prior payment received and BLS shall retain a 50% cancellation fee or if the invoice is not yet paid then you are liable for 50% of the Booking Fee;

- if you cancel a booking within 7 days of the date of use you will not be entitled to a refund and BLS shall be entitled to receive full payment.

Meeting Rooms (Exton, Tuckett, Hicks and Gaskell)

- if you cancel a booking of less than 3 hours duration more than 5 days before the date of use of a single room you will be entitled to a full refund;
- if you cancel a booking of less than 3 hours duration made on or less than 5 days before the date of use of a single room you will be charged the full amount;
- any booking over 3 hours in duration is subject to the above Hawkswell Conference Room cancellation and refund terms.

4. Condition and use of the Facility

- You will be responsible for leaving the Conference and other rooms used clean and tidy and in good condition;
- You will be liable for the cost of any damage done to any Meeting Rooms during your booking;
- You will be responsible for the behaviour of those using the facilities for your booking;
- We reserve the right to deny access or to eject anyone using the Meeting Rooms who does not behave in an appropriate manner (at BLS' sole discretion); and
- Candles may not be used in the building;
- The premises are not licensed for the sale of alcohol;
- Music or loud audio presentations may not be played after 8pm;
- Any external IT/audio equipment that is to be plugged into our network must be PAT tested and a certificate must be provided to BLS upon request.

5. Insurance

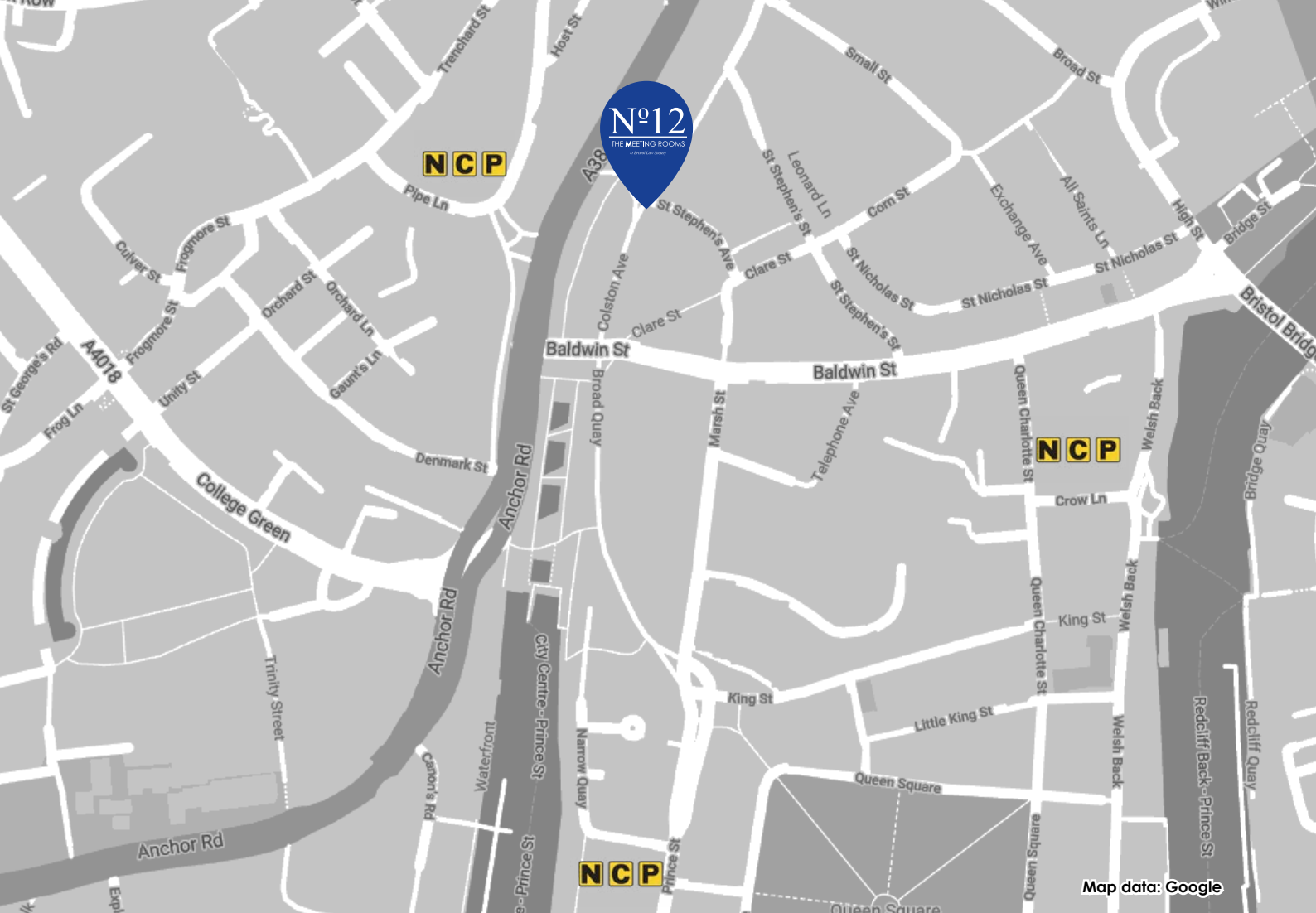
You shall, at your own expense, obtain and maintain in full force and effect during this Agreement public liability insurance and third-party insurance of not less than £1M. We reserve the right to request copies of your insurance policies.

6. Third Parties and Legal

This contract shall only be enforceable by you and us and shall be governed by English Law and subject to the jurisdiction of the English Courts

7. Definitions

- i. 'Agreement' means the acceptance by BLS and the Client of a specific booking or a series of bookings;
- ii. 'you' means the organising body responsible for organising and payment of the booking;
- iii. 'Contract' means these Terms and Conditions together with the Agreement.



How to find us:

We are situated directly on the corner of Colston Avenue and St Stephen's Avenue opposite Colston Tower.

Rail: Bristol Temple Meads Railway station is a 20 minute walk away or 5-10 minute taxi ride, depending on the time of day.

Car: there is no parking at the venue but there are a number of NCP car parks all within 5-10 minutes' walk: Trenchard Street, Prince Street, Rupert Street, Nelson Street and Queen Charlotte Street.

Taxi: there is a taxi rank less than 20 metres from our front door.

Bus: a large number of buses service the Colston Avenue area including the new M3 Metrobus. Full details can be found [here](#).

Open Monday to Friday, 9.00am – 5.00pm; and out of hours by arrangement

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