

# Nº 12

## THE MEETING ROOMS

*at Bristol Law Society*



Mediation suites conveniently located on the Centre between the Waterfront Area and the Old City in Bristol Law Society's refurbished modern office



# The Mediation Suite

## Room Hire Information

Bristol Law Society's Mediation Suite is 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 a dedicated suite of Mediation Rooms which can hold between 6 and 10 people. All rooms can be individually acclimatised. Wheelchair access is available via ramp to groundfloor rooms only (Hawkswell and Gaskell) by prior arrangement.

## Our mediation hire includes:

- free guest WIFI on our superfast Gigabit Fibre connection
- access to printer/copier (copy charges may apply)
- refreshments to include still water, unlimited tea and coffee
- complimentary meeting paper and pens

We can arrange catering for lunches on request at an additional 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](mailto:roomhire@bristollawsociety.com)

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

## Standard Mediation Suite Fees

(See Terms & Conditions for The Mediation Suite below)

Room	Seating Capacity per room	Full Day (8 hours)	Out of Hours hourly rate
<b>2 Room Mediation</b> Exton & Tuckett	6	£250	£80
<b>3 Room Mediation</b> Exton, Hicks & Tuckett; OR; Exton, Tuckett & Gaskell	6/8 6/10	£500	£80

- Our standard opening times are 9.00am-5.00pm. Out of hours rates will apply outside these times.
- Prices for larger mediations on application.
- All rates exclude VAT.

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

# Terms & Conditions for The Mediation Suite

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 Mediation Suite 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 Mediation Suite and other rooms used clean and tidy and in good condition;
- You will be liable for the cost of any damage done to the Mediation Suite 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 Mediation Suite who does not behave in an appropriate manner (at BLS's sole discretion); and
- 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

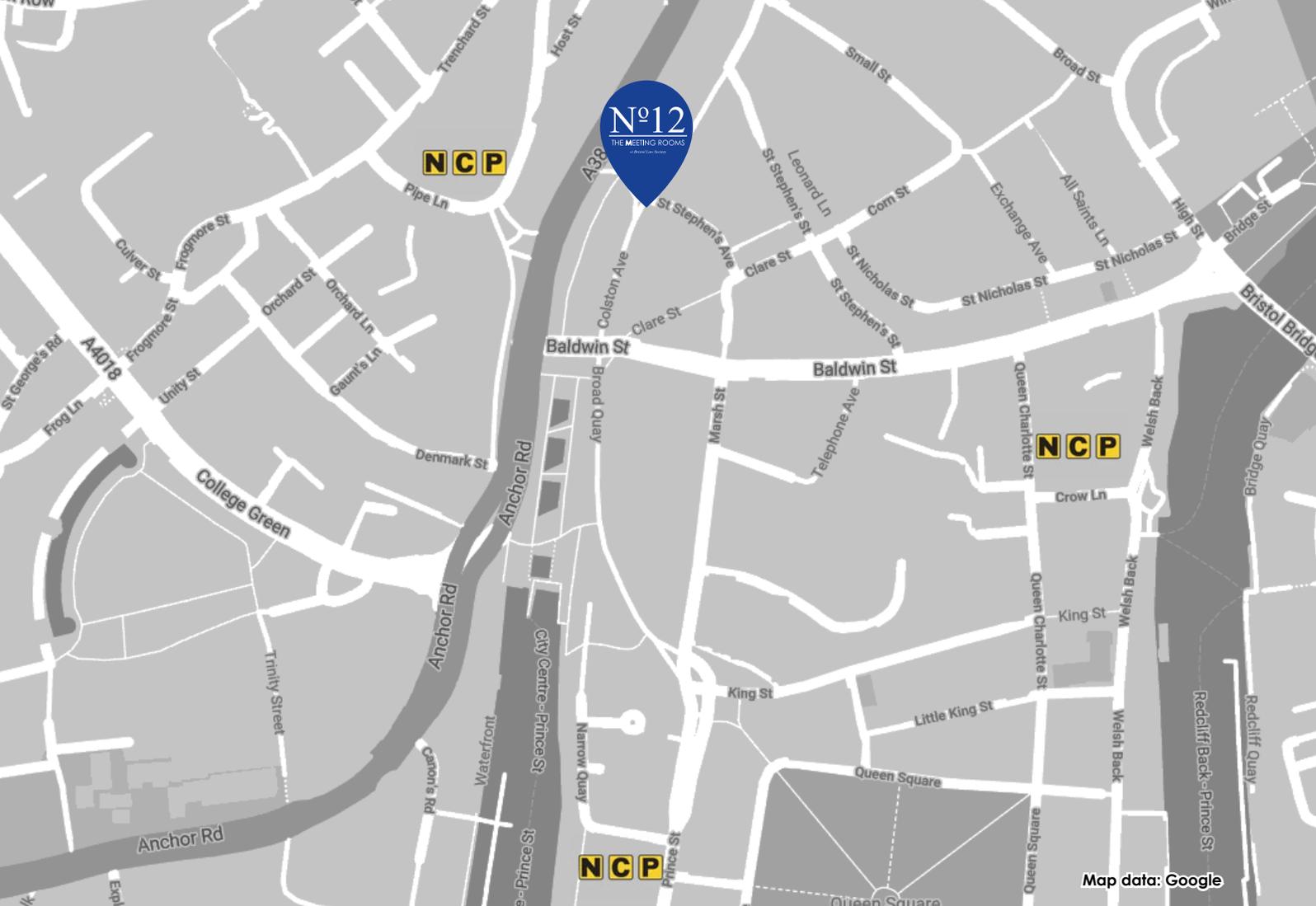
You shall, at your own expense, obtain and maintain in full force and effect during this Agreement public liability insurance and third-party insurance of not less than £1M. We reserve the right to request copies of your insurance policies.

## 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

**Bristol Law Society**  
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Bristol  
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Telephone: 0117 9458 486

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