

The Conference and Meeting Room Suites

Room Hire Information

Bristol Law Society's suite of conference and meeting rooms are conveniently located in 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 a number of large public car parks within a 5 minute walk from the rooms.



Boardroom



Conference Suite (Theatre Style)

SPECIAL INTRODUCTORY OFFER!
Come try our facilities for free!

Book up to a maximum of 3, two hour meetings per organisation in our Boardroom suite by 30th September 2017 and incur no room hire charge (refreshments will be charged at £1 per serving Tea and Coffee).

We have 4 meeting rooms which can hold between 6 and 12 people and an additional conference room that can seat 40 in seminar style or 50/60 for a stand up networking event. All rooms can be individually acclimatized and we can provide a choice of room set ups upon request.

Our room hire includes:

- ▲ free guest wifi on our superfast Gigabit Fibre connection
- ▲ use of all IT/AV equipment to include a portable projector and laptop to run presentations
- ▲ use of Flipchart and pens
- ▲ access to printer/copier (*copy charges apply*)
- ▲ refreshments to include still water, unlimited tea and instant coffee
- ▲ a round of fresh filter coffee for every half day booked (*min 3 hours*)
- ▲ complimentary meeting paper and pens (*boardroom only*)

We can arrange additional catering on request. Prices on request.

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

by 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 Charges

(See Terms & Conditions for Conferences and Events below)

Room	Seating Capacity	Hourly Rate	Half Day (4 hours)	Full Day (8 hours)
1 & 3 (Basement)	6	£40*	£120	£240
2 (Basement) & Boardroom	10	£50*	£150	£300
Boardroom	12	£60*	£180	£360
Conference Room	24-40 seated/ 60 standing	£60*	£180	£360

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

- ▲ All charges include set up and clear up time which must be concluded within the booked timeframe or additional charges will apply.
- ▲ All rooms are available with discounted rates of 25% for our corporate members and key sponsors
- ▲ Individual member discounts – please contact us if you wish to hire in a personal capacity
- ▲ Bulk bookings discount available on request.
- ▲ Out of Hours rates apply – on request.
- ▲ All rates exclude VAT

Bristol Law Society Terms & Conditions for Conferences and Events

These are the terms and conditions of the contract between you and us for your event.

By signing the attached 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 we will need the following from you:

- * The signed Booking Form within 21 days before the booking and if less than, 21 days, by return
- * Confirmation of final numbers and names for conferences for security purposes 3 days prior to the event
- * Payment of our invoice in full by cheque or bank transfer on confirmation of the booking (accounts details to be provided on booking).
- * We reserve the right to charge a refundable deposit for events in the Conference room where food and drink is being served.

2. Cancellation by Bristol Law Society

We will be entitled to cancel the booking without liability to you at any time if:

- * The booking may prejudice the reputation of BLS
- * There has been a significant change in the booking

3. Cancellation by the Client

If you cancel your booking you will incur the following charges:

Conference Room

- * Cancellations made 21 days before a booking is due to take place will be refunded and no cancellation charges will apply
- * Cancellations made between 21 days and up to 7 days before an event will be entitled to a 50% refund
- * Cancellations made within a week of the event will not be entitled to a refund

Meeting Room

- * Cancellations of a single room booking of less than 3 hours duration will be entitled to a full refund if made 5 days before the booking.
- * Cancellations of a single room booking of less than 3 hours duration made with less than 5 days notice will be charged the full amount.
- * Multiple room bookings and/or those over 3 hours in duration are subject to the above terms in relation to Conference Room cancellations.

4. Condition and use of the Facility

- * You will be responsible for returning the conference suite and other rooms in good condition on leaving. We will require you to be responsible and pay for the cost of any damage done. We will also expect you to be responsible for the behaviour of those attending the event and we reserve the right to deny access or to eject anyone not behaving in an appropriate manner.
- * Candles are not permitted to 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 in the conference suite
- * Any external IT/audio equipment that will be plugged into our network must be PAT tested and a certificate provided upon request.

5. Insurance

The client, at client's own expense, shall obtain and maintain in full force and effect during this Agreement public liability insurance and third party insurance. The limit shall not be less than £1M. We reserve the right to request copies of the Client's insurance policy.

6. Third Parties and Legal

This contract shall only be enforceable by you and us and shall be governed by English Law and dealt with (if necessary) by English Courts

7. Definitions

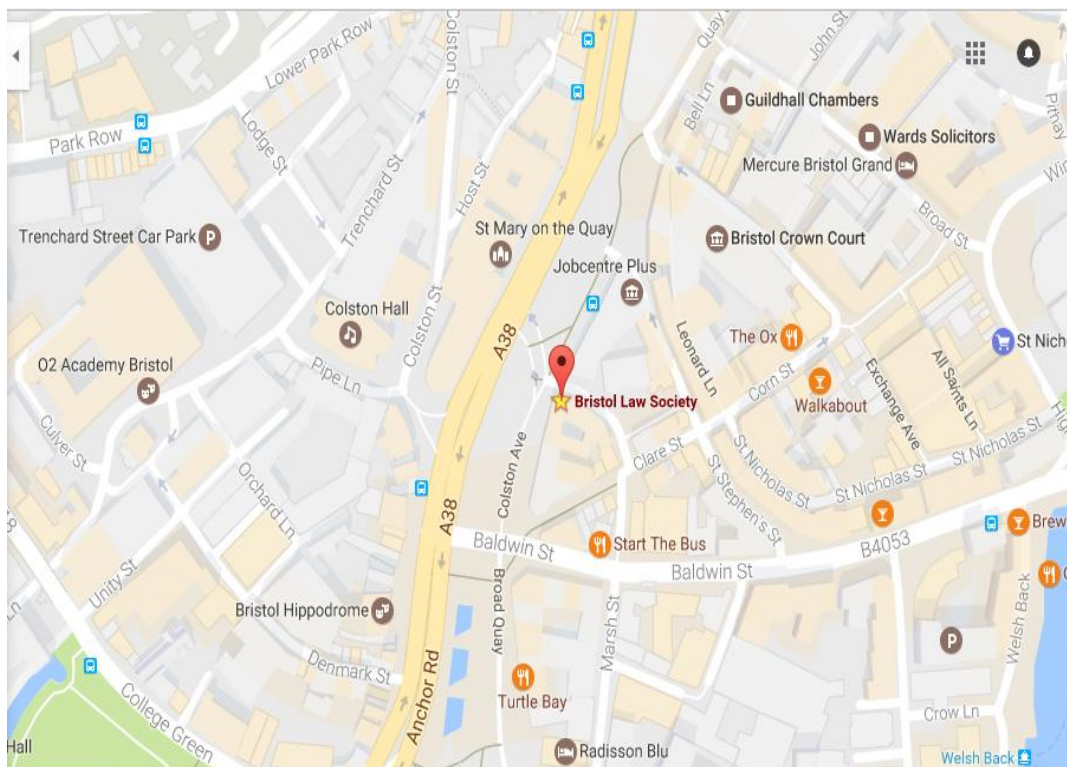
- i. 'Agreement' means the accepted proposal agreement between BLS and Client for a specific booking or a series of bookings
- ii. 'Client' and 'you' mean the organising body responsible for organizing and payment of the Group
- iii. 'Contract' means these Terms and Conditions together with the Agreement
- iv. 'BLS' means Bristol Law Society
- v. 'the Booking' means any type of booking that is using BLS's premises

How to find us:

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 2 minute walk from our front door.



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

Bristol Law Society

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