



Meeting Room Bookings

In order to ensure that your event runs as smoothly as possible please take into account the following points when booking a room at LCB Depot. Please note that hire is subject to LCB Depot's standard terms and conditions – see pages 2 & 3 below.

Opening times

The opening times of LCB Depot are **9.00am – 5.30pm**. Meetings can only take place during these hours. Please be aware that if your meeting has a 9.00am start you will not be granted access until this time. Please ensure that all delegates/facilitators are aware of this. It is possible to arrange and book 8.30am access - please discuss this with a member of Reception staff.

AV Equipment

LCB Depot has data projectors, flip charts and pens available to loan free of charge, subject to availability. If you need AV equipment you are welcome to bring your own but please allow time for setting up and dismantling when booking the room. Please also ensure that your equipment has been PAT tested and found safe to use. The meeting room walls are white and can be directly projected onto. Our Garden and Terrace Rooms have 50" wall-mounted TVs, and our Courtyard Room has a ceiling-mounted data projector, that you can connect to a laptop.

If there are trailing leads please ask the LCB Depot staff for cable covers. Our staff will also be happy to loan you extension leads should you need them.

Greeting your delegates

To ensure we can meet the needs of your visitors please inform LCB Depot staff if the number of people you are expecting to attend either increases or decreases before the event.

All visitors should report to LCB Reception. From this point our staff will direct them to the relevant room. You are welcome to provide your own greeting staff should you prefer. Please also inform our staff when you have vacated the room.

If your event has a split agenda or you have guests arriving at different times please inform our staff so that we can greet your visitors accordingly.

Prior permission must be obtained from LCB Depot to attach posters, banners, flags or other such material to both the interior and exterior of the premises.

If there is anyone attending your meeting who would need assistance or be unable to use the stairs in the event of a building evacuation please inform a member of the team at LCB Depot in advance of your meeting

Parking

There is no parking available onsite except for disabled users. However, if you need to load or unload equipment you may bring your car into the courtyard. Please contact LCB Depot Reception on 0116 261 6800 on the day of your event and we will open the gates.

Discounted parking is available for users of our meeting rooms at the NCP Rutland Centre multi-storey across the road in Halford Street LE1 1TQ for £4.20 all day if you get your NCP ticket validated at the LCB café-bar counter before you pay at the NCP pay station. Up-to-2-hour pay & display parking is available in surrounding streets Monday to Saturday 7.30am-6pm.

Cancellation

In the event that you cancel your booking with us with less than one week's notice you will still be liable for the hire charge. However, the charge will be waived if an alternative booking is taken to fill the cancellation

Terms and Conditions of Room Hire at LCB Depot

1. Where an organisation is named on the application form, that organisation shall be considered the **Hirer** and shall be jointly and severally liable herein with the person who signs the form.
2. The **Hirer** shall not sub-license any part thereof.
3. The **Hirer** is responsible for all the damage to the hired premises and to any of the property within the premises for the entirety of the hire.
4. A hire starts as soon as the **Hirer** and personnel enter the space hired and does not cease until the **Hirer** and personnel vacate the space hired.
5. Property and refuse of the **Hirer** and personnel must be removed following the hire and in default the **LCB Depot** shall be entitled to and are hereby authorised to remove such property and refuse and recover the cost thereof from the **Hirer**. The premises must be left in a clean and tidy condition.
6. **LCB Depot** shall not be responsible for any loss of, theft or damage to any property arising out of the hiring.
7. **LCB Depot** shall not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled except where such loss is in the form of death or personal injury and loss caused by the negligence of **LCB Depot**.
8. The **Hirer** shall be liable for and indemnify **LCB Depot** in respect of any loss, damage or injury which may be incurred by or be done or happen to the **Hirer** or any person(s) in his/her employ, except in the case of death or personal injury that is caused by the negligence of the **LCB Depot**.
9. The right of entry to the premises is reserved for any officers of **LCB Depot** on duty and any Police Officer at any time during the hiring.
10. The **Hirer** shall comply with all relevant **LCB Depot** operating policies and procedures including Health and Safety.
11. A first aid kit is available from Reception but the **Hirer/event leader** is responsible for assisting delegates with their first aid needs.
12. The **Hirer** shall comply with all reasonable requirements of **LCB Depot** personnel for the duration of the premises being hired.
13. The **Hirer** shall comply with all reasonable requirements of the duty officer on behalf of the **LCB Depot**, for the duration of the premises being hired.
14. The **Hirer** must obtain prior permission of the **LCB Depot** to attach posters, banners, flags or other such material to both the interior and exterior of the premises.
15. No part of the hired premises shall be used other than for the purpose of the room hire described on the application form.

16. The **Hirer** agreed to comply at all times with all relevant statutory provisions applicable to occupation, use, hiring and management of the hired premises and the purpose for which they are hired.
17. The **Hirer** shall leave fire points and accessories uncovered on request to the satisfaction of the Chief Fire Officer.
18. In the event of a **Hirer** cancelling a booking with less than one week's notice, the booking fee is not refundable unless another **Hirer** is found for the empty premises.
19. **LCB Depot** will, for all conference events provide such a number of staff as they, in their absolute discretion, consider appropriate, at the **Hirer's** expense and the said staff have the powers to enforce the observance of the conditions of Hire as well as the preservation of peace and good order.
- 20.a. **LCB Depot** shall have the power to alter the current scale of charges so as to increase the total amount that the **Hirer** is liable to pay for this hiring provided that the **Hirer** is given notice in writing 28 days prior to the hiring.
 - b. In the case of clause 19a being invoked the **Hirer** shall be entitled to cancel the hiring and recover the cost of the deposit by giving notice of the cancellation of the hire to **LCB Depot** at least 21 days before the hire.
 - c. Where the **Hirer** elects to cancel the hiring as in 19b, hereof **LCB Depot** shall not be liable to pay any compensation for any loss incurred by the **Hirer**.
 - d. Where the **Hirer** wishes to proceed with the hire the booking fee must be paid in full.
20. **LCB Depot** retains the right to cancel at its absolute discretion any hiring and refund all monies if the hire is deemed to be likely to offend the public or embarrass the **LCB Depot** and / or its tenants.
21. The **Hirer is not** permitted to provide food or drink during their event supplied by caterers other than the LCB Depot onsite caterers.
22. A **Hirer** who makes six or more room bookings at the same time will get a 10% discount on the room hire costs of those bookings (before VAT is added).

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