# CONDITIONS OF BOOKING

## 1. Confirmation of Booking
- All bookings must be confirmed by letter or on official booking form (preferably 2/4 weeks prior to event). If this is not received booking will not be accepted.
- The University Court reserve the right to refuse the use of University Accommodation to any person or organisation.

## 2. Security/Access to Rooms
- If, on arrival to any room officially booked the door is locked, please contact our Security Supervisor on (27)3327.
- The University Court will not be responsible for any loss or damage to any personal property.

## 3. Furniture/Layout of Room
- Numbers attending will be as stipulated in the entertainment licence or by the University.
- If at anytime during your time within any of the teaching classrooms you find it necessary to move desks/chairs, it is essential that you return these to their original position.
- No Decoration will be permitted without the University's permission.

## 4. Cleaning
- It is essential that accommodation used is left in a clean and tidy state. If the room is found in an unsatisfactory state and any additional cleaning is necessary, a charge for this may be incurred.

## 5. Car Parking
- Car parking is not included as part of a room booking. There will be no parking in front of the Elphinstone Hall. Parking is only permitted in marked bays. Parking in the Evenings is available but cannot be guaranteed.

## 6. Catering
- Campus Services (within the University) will supply all catering required and bar facilities.
- Any licensed function will terminate when the liquor licence expires and drinking up time will be 15 minutes.
- Please contact the Conference & Events Office (within Campus Services) to arrange this facility on Tel: 272660.
- Catering is not permitted in teaching rooms.

## 7. Audio Visual/Electrical Equipment
- AVA equipment can be supplied in most of the teaching accommodation. Please specify requirements at an early stage as an extra charge will be incurred for any equipment required.
- Any Electrical equipment (including discos) must be inspected by the University's electricians.

## 8. No Smoking Policy
- All University Buildings are No Smoking Areas.