

Meeting Spaces – Terms & Conditions for Tech Group Hire

We are delighted that you have decided to book one of our spaces for your meet-up group - provided as part of The Oxford Trust's ongoing commitment to supporting the region's innovation ecosystem.

Please do contact us at info@scienceoxford.com if you need any help completing the booking form or for any additional information about the facilities.

Criteria for FREE hire

Our meeting spaces are provided **free of charge** based on the following criteria:

- That the **event is not charged** for other than, if required, a nominal amount to cover catering.
- That the event is organised and managed by a **group (or individual) recognised by The Oxford Trust** as contributing to the region's innovation or educational ecosystem.
- That the event organiser **recognises the support** provided by The Oxford Trust in any promotional communications to do with the event.
- That the hirer has sufficient **public liability insurance** for such an event.
- That events are (unless specifically agreed) **not operated on a 'drop in' basis** and those attending are pre-known by the hirer. It is the sole responsibility of the hirer to ensure that their guests understand all protocols.
- That the hirer has a **minimum of two responsible persons** at the event to manage access/egress of delegates and ensure that the room is prepared and cleaned appropriately.
- That the hirer nominates **one person to be responsible for the security system** of the building and is fully familiar with its fire alarm and emergency exit protocols particularly during out of core office hours (08.30 to 17.00).
- A fully refundable **cash/cheque deposit of £50** is required for each '*out of office hours*' event to allow the provision of an access fob and keys (to be picked up within 24 hours in advance) – which must be returned after the event is completed.
 - Failure to do so or leaving the room in an unfit state will result in forfeiture of the deposit and could impact future hiring arrangements.