



THE BRITISH SCHOOL OF OSTEOPATHY

Room Hire Booking Form

Please complete the booking form and either email it to:

RoomBkgRequests@bso.ac.uk

Or post it to: Registry Department, The British School of Osteopathy,
275 Borough High Street, London, SE1 1JE

General Details

Contact Details:	
Contact Name	
Position	
Company Name	
Address	
Postcode	
Phone Number	
Fax number	
Email	
Event Title	
Brief outline of the course / group event	
Are you a charity?	YES / NO
If yes, what is your Charity Registration Number?	
Event Details:	
Frequency (one-off/ongoing)	
Date(s) of event(s)	
Number of delegates	
Name of event	
Start time	
Finish time	

Lecture / Teaching Rooms For Hire

Please indicate which of the rooms listed below you would like to hire by placing a tick in the appropriate box					
Room	Description	Half Day/Evening (up to four hours) (please tick)		Full Day (four hours+) (please tick)	
G02	<ul style="list-style-type: none"> ▪ Lecture theatre ▪ Air conditioning ▪ Full audio visual set up ▪ Maximum seating capacity of 114 (with writing ledges) 	£150.00		£300.00	
2.09	<ul style="list-style-type: none"> ▪ Teaching room (desks & chairs) ▪ Full audio visual set up ▪ Air conditioning ▪ Seating capacity of 40 	£125.00		£250.00	
3.10	<ul style="list-style-type: none"> ▪ Teaching room (desks & chairs) ▪ Full audio visual set up ▪ Seating capacity of 45 ▪ (No air conditioning) 	£100.00		£200.00	
1 st Floor	<ul style="list-style-type: none"> ▪ Teaching room (desks & chairs) ▪ Portable audio visual set up available ▪ Seating capacity of 40 ▪ (No air conditioning) 	£100.00		£200.00	
2.08	<ul style="list-style-type: none"> ▪ Teaching room (desks & chairs) ▪ Full audio visual set up ▪ Air conditioning ▪ Seating capacity of 30 	£100.00		£200.00	
G01	<ul style="list-style-type: none"> ▪ Teaching room (desks & chairs) ▪ Full audio visual set up ▪ Air conditioning ▪ Seating capacity of 30 	£100.00		£200.00	
2.01	<ul style="list-style-type: none"> ▪ Board room ▪ Seating capacity of up to ten ▪ (No air conditioning) 	£50.00		£100.00	
2.07	<ul style="list-style-type: none"> ▪ Seminar room (desks & chairs) ▪ Seating capacity of up to 15 ▪ (No air conditioning) 	£50.00		£100.00	
3.08	<ul style="list-style-type: none"> ▪ Seminar room (desks & chairs) ▪ Seating capacity of up to 12 ▪ (No air conditioning) 	£50.00		£100.00	

Practical / Technique Rooms For Hire

Please indicate which of the rooms listed below you would like to hire by placing a tick in the appropriate box					
Room	Description	Half Day/Evening (up to four hours) (please tick)		Full Day (four hours+) (please tick)	
Berthon Room	<ul style="list-style-type: none"> ▪ Practical / technique room ▪ Air conditioning ▪ Full audio visual set up ▪ Contains 25 plinths / treatment tables ▪ A capacity of 50 (based on two delegates per plinth) 	£125.00		£250.00	
4.15	<ul style="list-style-type: none"> ▪ Practical / technique room ▪ Full audio visual set up ▪ Contains 20 plinths / treatment tables ▪ A capacity of 40 (based on two delegates per plinth) 	£100.00		£200.00	
4.16	<ul style="list-style-type: none"> ▪ Practical / technique room ▪ Portable audio visual set up available ▪ Contains 16 plinths / treatment tables ▪ A capacity of 32 (based on two delegates per plinth) 	£100.00		£200.00	

Social / Dining Space For Hire

Please indicate which of the rooms listed below you would like to hire by placing a tick in the appropriate box					
Room	Description	Half Day/Evening (up to four hours) (please tick)		Full Day (four hours+) (please tick)	
Bar / café area	<ul style="list-style-type: none"> ▪ Social / dining space ▪ Air conditioning ▪ Maximum seating capacity of 50 ▪ (Catering is not available) 	£125.00		£250.00	

Other Special Requirements

All rooms except 2.01, 3.08, 1st Floor and 4.16 have audio visual equipment installed. However, please indicate whether you require this and any other equipment below:

Other Special Requirements	Please Delete As Appropriate
Flipcharts	YES / NO
Whiteboard	YES / NO
LCD projector	YES / NO
OHP projector	YES / NO
Microphone	YES / NO
Other: please state	

Catering Requirements

Please note that prices are for room hire only; we are unable to provide refreshments. We have a selection of vending machines in the ground floor bar area, offering a wide range of both hot and cold drinks, sandwiches and snacks at very reasonable prices.

Should you require catering such as lunch etc, we can recommend a local sandwich bar who are able to deliver to the BSO. Their details are:

Nelson's Sandwich Bar & Restaurant
138 Borough High Street
London
SE1 1LB
Tel: 020 7403 3875

Security

Please note that there may be an additional security charge of **£90.00 (for a half day/evening booking)** or **£180.00 (for a full day booking)** in addition to the rates quoted above if the building is being opened specifically for your booking. If your booking incurs the additional security charge you will normally be informed at the time of your enquiry / booking.

Deposit

In order to secure and confirm your booking we require a deposit of £50.00. **Please note that this is non-refundable.** Please pay the deposit by cheque (made payable to "The British School of Osteopathy"). If you wish to pay the deposit by any other means, please contact us at RoomBkgRequests@bso.ac.uk or on 020 7089 5352 or 020 7089 5354.

Signature & Confirmation

Please sign below and return with the deposit to: Room Bookings
Registry
The British School of Osteopathy
275 Borough High Street
London SE1 1JE

I hereby confirm that any advertising of this course/group clearly states the following: ***“This course is not run or managed by the BSO, and the BSO does not in anyway endorse the course content of any external provider”.***

Signed: _____

Date: _____

For Office Use Only:	Amount
Room Hire Total	
Additional Security Charge Required YES / NO	
Dates for Security Charge:	
Deposit Received: (£50.00) YES / NO	
20% Student Discount Applicable? YES / NO	
Total Invoice	