

Postgraduate Medical Education Centre (PGMC)

Room Booking Policy

PGMC's main aim is to support Medical Education at University Hospital Plymouth NHS Trust. The following policy has been developed to help PGMC realise its vision which is:

"To be a Beacon of Excellence in Postgraduate medical education. We aim to be a hub of innovation and continuous improvement, collaborating with stakeholders and experts from across the UK"

Room Hire rates

Non-NHS Staff Rates

Rooms	Hourly Rate	Half Day Rate 4 hours	Full Day Rate 9am – 5pm	Capacity
1	£25	£90	£180	30
2	£20	£70	£140	20
3	£20	£70	£140	16-20
4	£35	£130	£160	40
5	£15	£50	£100	10
Lecture Theatre	£45	£175	£350	190
Communal and Events Facility	£50	£200	£400	Negotiable

NHS Staff Rates

With the exception of the Communal and Events Facility, we will only charge NHS / UHP staff when the following applies:

- It is not a medical education related activity
- The event attracts a charge
- There is sponsorship
- They are not from University Hospitals Plymouth
- The Communal and Events Facility will be chargeable regardless of activity

Rooms	Hourly Rate	Half Day Rate 4 hours	Full Day Rate 9am – 5pm	Capacity
1	£15	£55	£110	30
2	£10	£40	£80	20
3	£10	£40	£80	16-20
4	£20	£60	£120	40
5	£5	£20	£40	10
Lecture Theatre	£30	£120	£240	190
Communal and Events Facility – chargeable regardless of event if exclusive use is requested	£25	£100	£200	Negotiable

Terms and Conditions

It is your responsibility to ensure your budget holder and the course facilitator has seen these Terms and Conditions. Acknowledgement of this is required on the Centre Booking form. Should any cancellation fees apply as below to UHP staff; this will be deducted from your cost centre.

Bookings

Final timings, final numbers and special requests must be confirmed at least 72 hours before the event.

Rooms at the Centre are set out in a standard way. Please provide the Centre with at least 48 hours' notice if you require anything different. (It is the hirer's responsibility to return the room to its original layout unless advised otherwise.)

Any amendments made, must be confirmed in writing and agreed with the Centre's Administrator or Receptionist.

Charges and Payments

A Purchase Order number is required if our charges are being paid by the University Hospitals Plymouth. All invoices must be paid within 30 days of the invoice date.

Cancellations and No Shows

If you need to cancel the event you must telephone and notify us in writing as soon as possible.

If you cancel an event (overall cost exceeding £100) with less than 2 weeks' notice; or cancel an event (overall cost exceeding £1000) with less than 4 weeks' notice, we will endeavour to rehire the event facilities allocated to you. However we reserve the right to invoice the total cost, after first deducting any subsequent hire charges if we are able to rehire the room.

If you decide to amend your booking by cancelling the use of an additional room with less than 1 weeks' notice; a fee of £40 will be charged. If less than 2 weeks' notice a fee of £20 will be charged. However, the Centre reserves the right to charge in full for cancellations of less than 4 days where the total booking charge exceeds £50. In the event you do not attend on the day of your booking without previously cancelling we reserve the right to invoice the total cost of your booking.

If you are eligible for free use of the centre's facilities and you do not show for your booking on the day, the Centre reserves the right to issue a reasonable charge for this. For free bookings, we require at least 24 hour notice of cancellation. We will endeavour to work with you when you encounter unexpected circumstances.

Catering

It is not permitted to bring food onto the premises: The Centre has an onsite café "Nellies". All food is prepared to order, however there will be sandwiches, cakes and

refreshments prepared to take away. Menus can be obtained from PMC, or by contacting Nellies at the Postgrad as listed below.

Please ensure we are notified of menu choices, times and numbers with a minimum notice period of 7 days for meals/buffets/breakfasts and 48hrs for drinks if a large number of attendees. We will do our best to provide any request at short notice where possible prior to the event booked. If exact numbers are not known then approximate numbers may be given, which must be finalised 7 working days before the event. This information is essential to ensure there isn't a clash with any other event taking place on the same date.

For internal bookings, a Purchase Order Number is required when booking catering through the Trust. Special dietary needs can be provided if requested in-advance, usually at time of final confirmation of numbers.

Should a programme be available it would be helpful for one to be forwarded to the Centre by e-mail or post.

It is advisable to book refreshments in advance to enable the smooth running of both your event and the Centre. Last minute requests can lead to disappointment if the necessary staff are not available to provide your catering requirement.

For events that may want to use the catering facility, or for any further questions with reference to catering, this will need to be addressed directly with Catering Manager on 01752 430935 or 07715430265.

If catering is required during out of office hours or at a weekend you will need to contact PMC for the room/s to be booked and contact the caterer directly for further information.

Exclusion of liability

PMC does not accept responsibility, nor can it be held liable, for the loss and/or damage to delegate's property whilst attending the Centre's site.

Out of Hours Bookings

Room availability at the PGMC is between 8.15am and 4.45pm, Monday to Thursday, and Friday 8.15am until 4.30pm. Any booking outside of these times would need to be agreed in advance with PMC.

Accessing and securing the building outside of Centre Opening Times

Please note, we will only be able to provide Trust employed staff with keys to the building.

- The event organiser will need to arrange to collect the keys and instructions on how to access & secure the building prior to the event.
- Keys are to be collected no later than 15.00pm on date arranged or if more convenient can be collected days/week beforehand from PMC reception, key logbook to be completed.
- Full instructions and a letter with signature slip will be given and this is to be returned with the keys either by hand or posted through the PMC letter box.

- The key holder is responsible for opening & securing the building. Should this procedure not be carried out correctly a call out fee will be charged by hospital security.

General

The event organiser is responsible for maintaining a register of attendance and ensuring the fire safety guidelines, as displayed in each room, are followed in the event of a fire. The event organiser is also responsible for ensuring all delegates follow any PGMC policies and restrictions relating to such things at COVID including one-way systems.

Neither you nor any persons connected with you will affix anything to the walls, floors or ceilings of the premises. Any electrical equipment you bring with you must have an in date PAT test label.

No impropriety of language, dress, gesture or personality shall be permitted at any function and the hirer shall, to the best of their ability, maintain to keep good order and decent behaviour throughout the period of hire.

You will pay the cost of repairing any damage to the premises or any of its property caused by you or any of your party, agents or external suppliers.

The premises should be left in a clean and orderly state at the end of the hire period. If we are not satisfied with the condition of the premises at the end of your hire, you will be required to reimburse us for the cost of cleaning to a standard satisfactory to us.

Our name/logo may only be used by you in publicity, once a proof of the promotional material has been agreed with us in writing.

In the event of an emergency, you and your delegates must notify and co-operate with Centre staff and follow the escape routes displayed in each room. It is the responsibility, in the first instance, of the course leader/organiser to ensure the safe evacuation of all their delegates giving particular attention to any attendees with special needs. The Centre team will assist once the fire drill has been initiated.

Please be aware there is no smoking allowed inside the Centre building or in the surrounding grounds.