



# The Campus

## Conference Centre





## **At The Campus we are committed to helping your event run smoothly.**

Our customer focused team will make sure that your experience with us is first class, whether you're looking to meet with a handful of people or 100. From your initial enquiry through to the end of your booking we will put your needs at the centre of the service we provide.

Our first floor Conference Centre and ground floor meeting rooms offer flexible meeting accommodation which can be set up in a variety of ways. We also have a range of audio visual equipment to assist you deliver your event successfully. And our environmentally friendly, modern building is fully accessible to all visitors, with a lift to the first floor, changing rooms and toilet facilities all available.

We offer a choice of booking type to suit different occasions. If you're looking to impress new clients or want your delegates to be treated to quality refreshments throughout your booking then our Day Delegate packages are for you. Alternatively if you just need a space for a discussion or a display then take a look at our Room Hire prices.

And if you need a break on the day itself why not visit our library or relax in our foyer area? As well as our thriving Conference Centre we are also home to a library, Children's Centre, meeting area and a host of leisure activities.

Located just off the M5, we are a 10 minute walk from Worle Parkway train station and just 12 miles from Bristol Airport which makes our Conference Centre an ideal location for local, national and even international delegates. Plus we are open seven days a week meaning that there will always be staff on hand to answer your questions.

So come and visit us soon to experience a quality, professional conference service at the heart of the community.

We look forward to meeting you soon.

The Campus Team.





Conference Delegate Rates (Prices include VAT)		
Full Day Delegate	Tea/coffee on arrival Tea/coffee/cakes mid morning Cold sandwich buffet lunch with fruit juice Tea/coffee/biscuits mid afternoon Cordial, herbal/fruit teas, mints Flip chart and pens Data projector & screen Wi-Fi Dedicated Conference Liaison Officer on day of booking Room hire	£28.00 per delegate
Half Day Delegate (with lunch)	Tea/coffee on arrival Tea/coffee/cakes mid booking Cold sandwich buffet lunch with fruit juice Cordial, herbal/fruit teas, mints Flip chart and pens Data projector & screen Wi-Fi Dedicated Conference Liaison Officer on day of booking Room hire	£21.00 per delegate
Half Day Delegate	Tea/coffee on arrival Tea/coffee/cakes mid booking Cordial, herbal/fruit teas, mints Flip chart and pens Data projector & screen Wi-Fi Dedicated Conference Liaison Officer on day of booking Room hire	£17.50 per delegate

Equipment to Hire (Prices include VAT)			
Data Projector	£55.00	Hearing Loop	Free
Laptop	£55.00	Microphone	Free
Flipchart and Pens	£12.50	Projection Screen	Free
Display Board	£12.50		
*Hire two or more items for just £75.00*			







Room Only Hire (All Prices Include VAT)			
Room	Half Day (Four Hours)	Full Day (Eight Hours)	Capacity (Maximum number of delegates in specified set ups)
Conference Room One	£112.00	£170.00	Boardroom – 20 U Shape -20 U Shape without tables - 30 Cabaret – 24 Theatre - 40
Conference Room Two <u>or</u> Three	£132.50	£211.00	Boardroom – 30 U Shape - 25 U Shape without tables – 35 to 40 Cabaret – 48 Theatre – 60
Conference Room Four	£112.00	£170.00	Boardroom – 16 U Shape – 16 U Shape without tables – 20 Cabaret – 16 Theatre – 35
Meeting Room One <u>or</u> Two <u>or</u> Three	£41.00	£79.50	Boardroom – 8 U Shape – N/A U Shape without tables - 6 Cabaret – N/A Theatre – N/A

**Don't forget** that our ground floor meeting rooms and first floor Conference Centre are incredibly versatile spaces which can be opened up to create larger spaces.

So if you think your event may attract a higher number of delegates than is listed please give us a call and we will be happy to discuss your requirements.

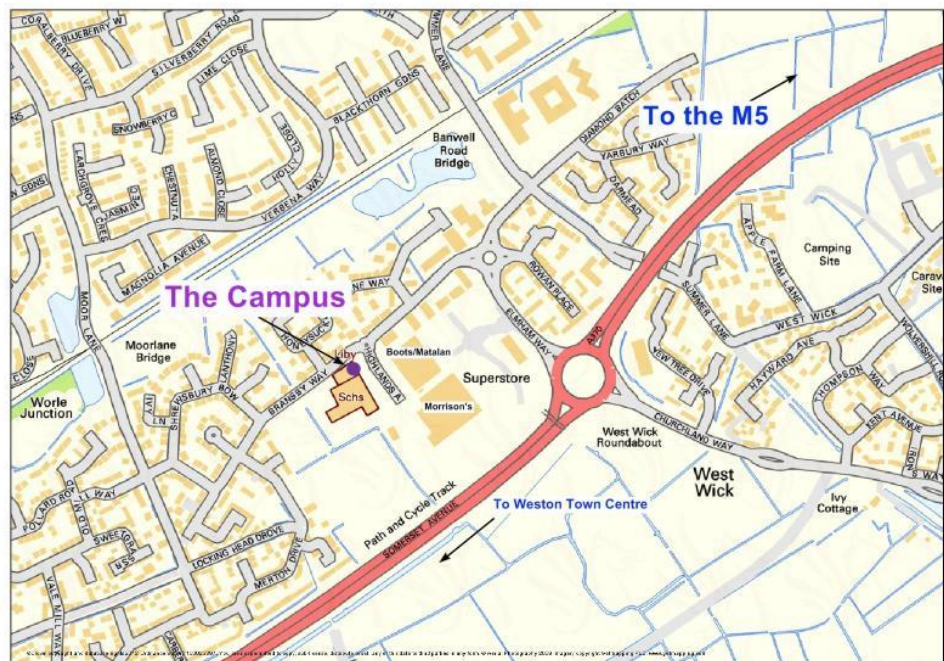
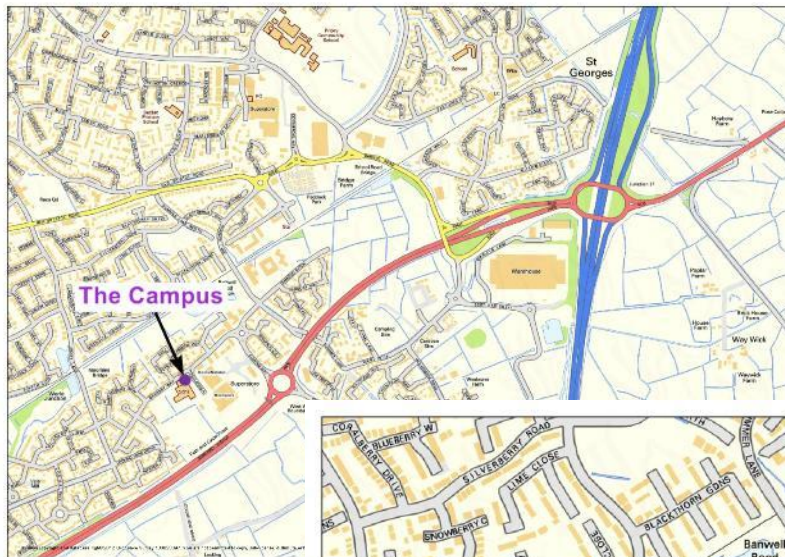


# The Campus



## How To Find Us

We are just off junction 21 of the M5, a ten minute walk from Worle Parkway train station, 12 miles from Bristol Airport and the number 14 bus run by First Group stops outside The Campus.



Parking is available at the District Centre across the road from us. We have a number of parking spaces for Blue Badge holders directly outside our building.

## Contact Us


**Post:** Highlands Lane, Weston-super-Mare, BS24 7DX

**Telephone:** 01934 427 427

**Fax:** 01934 427 323

**Email:** [campus@n-somerset.gov.uk](mailto:campus@n-somerset.gov.uk)

**Web:** [www.the-campus.org.uk](http://www.the-campus.org.uk)

 @TheCampus\_WsM



## The Campus Conditions of Hire: Business/Private Hire

Bookings are accepted by the Council (The Campus) on the following condition:-

### 1. Applications

Applications will not be considered:

- (a) from persons under 21 years of age; or
- (b) if made otherwise than on the official booking form.

The Council reserve the right to refuse any application, or terminate at any time, any agreement for hire made in consequence of any application, and the Council is not obliged to give a reason for such refusal or termination.

Where possible all completed booking forms should be returned to the Accommodation electronically via email.

### 2. Charges

The Hire charge shall be in accordance with the scale of charges set by the council, details of which are available on request.

### 3. Payment

1. Confirmation of booking will not be issued until receipt of the signed booking form. Upon written confirmation being given by the Council to the Hirer a contract will exist between the Council and the Hirer.
2. Where payment for the Function is not paid prior to or after the Function the Council will send and invoice for the full amount to the Hirer, all invoices are to be paid according to the Council payment terms.
3. Cheques, money orders and postal orders must be payable to North Somerset District Council, crossed 'A/C Payee', and not to any individual officer of the Council.

### 4. Cancellation by Hirer

1. The Hirer shall give written notice of cancellation to the Council at the address where the booking was made.
2. Any deposit made shall be forfeited and where cancellation is made within 21 days of the hire date the full hire charge shall be come due and payable by the Hirer. If the Council are able to rehire the

accommodation for the hire date any refund of the hire fee shall be at the sole discretion of the Council. A cancellation fee is applicable if the Council are unable to rehire the accommodation for the hire date.

### 5. Sub-Letting

The Hirer shall not rehire or sublet the Accommodation or any part thereof.

The purpose for which the Accommodation is to be used must be agreed in advance by the Hirer and the Council and in particular but without prejudice to the generality of this clause use in relation to exhibitions, craft fairs and the like shall require the Councils written approval.

### 6. Damage, Loss or Accident

1. The Council shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, Government restriction or act of God which may cause the Accommodation to close or the hire to be interrupted or cancelled.
2. The Hirer shall pay the amount certified by the Council as the amount incurred by the Council in making good any damage to or loss of Accommodation including (but not by way of limitation) adjacent premises, furniture, carpets, furnishings and fittings, or any article owned by the Council or their partners/customers arising in any way out of the Hire.
3. The Council shall not accept any responsibility for the loss of or damage to any car or other vehicle which in connection with the function may be brought or left within the precincts of the Accommodation. The Hirer must ensure that no car or other vehicle is in any unauthorised position and that instructions given by the Council as to the parking of vehicles are fully observed.
4. The Council shall not accept any responsibility for the loss of or damage to any possessions or equipment of the Hirer in connection with the Function that may be brought or left within the precincts of the Accommodation.





5. In the event of a fire alarm or other building evacuation, it is the responsibility of the hirer to ensure that all persons attending their function evacuate the building safely. The hirer, or hirer's representative if the hirer is not present during the function, must report to The Campus staff when their attendees have vacated the accommodation.

## 7. Access

1. The Council and any person authorised shall have the right of free and unimpeded entry, at all times and for all purposes, to and from the Accommodation.

2. No exits from the Accommodation may be blocked or restricted or fire appliances removed or in any way tampered with.

3. The hire of the Accommodation does not entitle the Hirer to use or enter the Accommodation at any time other than the specific hours for which the Accommodation is hired unless prior arrangements have been made with the Council.

4. If the hirer requires access to the Accommodation earlier than 8.30am, an additional charge will be made in order to cover additional staffing costs.

## 8. Maintenance of Good Order

1. The Hirer shall at all times during the function be responsible for the maintenance of good order and ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Accommodation and that no person shall trespass on parts of the Accommodation not hired. Upon the instructions of the Council the Hirer shall remove or cause to be removed any persons from the Accommodation.

2. The Hirer shall at their own expense arrange for the attendance of sufficient Police Officers or Security Personnel at the Function if in the opinion of the Council such attendance is desirable.

3. When hiring the Accommodation for dances, admission to such dances must be by ticket only and there must be sale of tickets at the door. The Hirers must provide adequate adult supervision in order to maintain good order both inside and outside the buildings.

4. The hirer shall ensure that all equipment brought by them to the booking, and any litter resulting from the function, is removed from the room within the time specified in the booking form.

## 9. Vacation of the Accommodation

The Hirer shall ensure the Accommodation is vacated by all persons attending the function within the time specified in the Booking form. All bookings that are made include setting up and breaking down time within the time specified on the booking form. All articles brought to the accommodation in connection with the Function shall be removed at the termination of the function as specified on the Booking form otherwise a charge will be made of the Hirer for each day or part of a day, until the same are removed.

## 10. Catering

The Hirer shall not sell nor permit to be sold in or upon the Accommodation any refreshments without the consent of the Council. For purposes where catering facilities are hired the Hirer shall provide the necessary Food Safety Certificates and will leave the facility to the satisfaction of the Council.

## 11. Licenses

1. The Hirer shall observe all the conditions attached to the entertainment (and theatre licence where applicable) for the Accommodation.

2. No copyright dramatic or musical work shall be performed or sung without the licence of the copyright holder, such licence being produced to the Council prior to the commencement of the function.

3. The Hirer shall pay the Council any fees relating to the Performing Rights Society charges where copyright music is used.

4. The Hirer shall observe all conditions attached to licences for the sale of intoxicating beverage. The Hirer shall not make any application for the licence of the Accommodation in any case.



## 12. Parking

1. All hirers shall adhere to the Accommodation's guidelines regarding parking. No parking is available during weekdays until after 4.30pm. At these times visitors must park in the nearby District Centre.

2. Only blue badge holders are permitted to park in the disabled spaces outside the Accommodation.

3. When parking is available in the Accommodation's car park, all vehicles must only park in allocated spaces.

## 13. Photography/Filming

The hirer is permitted to allow photography within their private function at the Accommodation. However, permission must be sought in order to photography/filming to take place within public areas elsewhere in the Accommodation.

## 14. General

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1. The Council shall prohibit smoking at the Accommodation.

2. Fly-posting is prohibited.

3. No additional lights, electrical extension or electrical equipment shall be used without the previous consent of the Council. All electrical used shall have a valid electrical PAT certificate. Electrical cables must be covered with appropriate Health & Safety approved cable covers. Please ask at reception if required.

4. No bolts, nails, tacks, screws or similar objects, nor any flags, emblems or posters shall be driven in to any part of the Accommodation or affixed thereto.

5. The Function shall be decent and acceptable to be determined by the Council.

6. The Council reserves the right to cancel bookings at any time prior to the date of the function if the Accommodation shall not be available for any reason beyond its control.

7. The hirer must report the number of people in attendance at their function to staff at the Accommodation.

8. Public Liability Insurance – It is a requirement of North Somerset Council that all users of the Council's facilities have Public Liability Insurance cover with a minimum indemnity of £5m and must supply a copy of their cover to the council on completion of the booking form. For private individuals, private associations, societies and charitable causes who do not have any PLI at all, full indemnity of £5m can be arranged. The above insurance arrangements DO NOT apply to commercial organisations such as a trading company promoting an exhibition or promoters of professional entertainment on the Council's premises. Such hirers are expected to have made their own insurance arrangements. Regular hirers will have to submit their insurance policy form annually to prevent incurring costs.

9. VAT shall be charged in accordance with the Council's instructions.

10. Anyone under the age of 18 is considered a child. Children must always be accompanied and supervised by an adult on site. Where a parent or carer is not present it becomes the responsibility of the hirer to a) ensure there are adequate supervisory provisions in place and b) obtain a full Enhanced DBS Check for any supervising adults.

## 15. Definitions

The following words or expressions shall have the following meaning:

'the Council' - means North Somerset Council or its duly authorised representative.

'Function' - means the purpose for which the Accommodation is hired.

'Accommodation' - means the land and premises hired for the Function as described on the booking form

'the Hirer' - means the person signing the booking form and when signing on behalf of an organisation shall be jointly and severally responsible with the organisation for the hire charge.