

# Coffee Lounge and Community Room

## 2<sup>nd</sup> Floor Quayside Tower



## The Coffee Lounge

Open week days only 10am to 2pm usually

- This is a modern open space where we serve a variety of tea's, ground coffee's and artisan patisserie's.
- In collaboration with Vegan Vybes we also offer a Lunch menu on Wednesdays
- Free external internet is available in the space.

Regular customers/clients can reserve the Emerald seating area of **the coffee lounge** for 1 hour (open or closed, fair use applies).

NB your delegates must be buying from the coffee lounge

The entire Coffee Lounge open space can also be booked between 10am-4pm week days only, standing room for approximately 100 delegates (with concertina open).

This attracts a rate of £25 per hour (minimum 4 hours) for Tuaid.org Quayside not for profit organisations + £30 cleaning charge, payable in advance (non-refundable or negotiable)

OLDP CIO (a charitable incorporated organisation) registered with The Charity Commission no: 1185732. We are a not for profit organisation **Empowering, Capacity building and Upskilling Women and Girls for careers in the Built Environment**. [www.octavius.org.uk](http://www.octavius.org.uk)  
Space at Quayside Tower is provided by Tuaid.org

## The Community Room 2.01-2.02

Available to book week days 10am to 4pm



The large Community Room is perfect for meetings, presentations, interviews, client pitches or training.

It seats approximately 25-35 delegates in various layouts

Tuaid.org not for profit organisations in Quayside can book the community room

between 10am to 2 pm week days only, **FREE for 1 hour** (cleaning charge of £15 applies), outside of these core hours and after the FREE hour, the bookable rate is £25 per hour.

## Women's Well-Being Room 2.05



Bookable sessions to improve your body strength, flexibility, balance, posture and coordination, with an emphasis on working your core muscles, breathing and meditation. Great mental health benefits, providing an opportunity to relax, reflect and escape everyday stresses

The Women's well-being room has space for 8 with space to stretch. It is furnished with basic mats, exercise balls and light weights. Bookable sessions for as little as £5 per hour per person or the room can be booked for £15 per hour.

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## **Terms and conditions**

Completion of a provisional booking form is required with details and numbers of delegates required. No religious or political activities are to take place in these spaces

Bookings can only be confirmed 21 days in advance and will only be done when we have received the provisional booking form, booking fee of £30 and security clearance (for out of hours)

**Do not under any circumstances advertise an event without a booking confirmation.**

Contact Barbara on 0780 701 2369 email [bq@octavius.org.uk](mailto:bq@octavius.org.uk)  
[Quayside](#)

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# Provisional Booking Form

Organisation Name	Room	Date	Time	Purpose of use	No Delegates
<b>Sub-total to pay £</b>					
Concession					

Use Abbreviations -Coffee Lounge (**CL**), Community Room (**CR**), Women's Well Being Room (**WWR**)  
 Coffee lounge seating (CLS), Class room (CLR)

Community Room Layout Style	Delegates	√ Tick
Board Room	24-25	
Cluster	24-25	
Chairs in theatre style	35	
<b>Circle</b>		
Projector		

Coffee Lounge requirement	£	√ Tick	No of serving's	Comment
Tea and coffee (based on 2 cups)	£1.50			
Patisserie (based on 1 slice)	£1.50			
Delegate to pay directly @ lounge rate's				
<b>Sub-total to pay £</b>				

Alternative Menu	Supplier	Contact	Payment arrangement

## Provisional booking holding fee

In order to hold your provisional booking you must pay £30 with the return of this form. The £30 covers cleaning and/or administration and is **non-refundable** or negotiable.

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OLDP reserves the right to not accept your provisional booking if the content of your meeting or topics are deemed unsuitable. **No religious or political events are to be held in any part of the premises.**

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# Terms and conditions

## Confirmation of booking

All bookings are accepted on the basis that they are only provisional until written confirmation (and if required security approval e.g. if the event is to be held on a week-end).

Under the provisions of our sub-agreement, booking confirmation can only be given 21 days in advance. E.g. if you provisionally book for 21/10/2020, we will confirm your booking on the 01/10/2020

However, during the provisional booking period, we will contact you to release or confirm your booking.

## Payment

The client will be invoiced at the time of booking confirmation.

Full payment of the invoice will be required at least 7 days before the event date.

**Non-payment will result in your booking being cancelled**

## Coffee Lounge

The coffee lounge is registered with Birmingham City Council as a food premise's.

OLDP does not prepare food, we serve a variety of tea's, ground coffees and artisan patisseries which are bought in for the purpose of sale.

Alternative menus

We can order in and keep refrigerator cool a certain quantity of food as you instruct.

Under no circumstances should alcohol be sold on the premises and we take no responsibility for alcohol being brought into the premise's. We do, however, reserve the right to remove such persons who may be consuming alcohol on the premises.

## Arrival at Quayside Tower

The client is required to ensure all of their delegates sign in at reception and that appropriate delegate records are available.

## Health and safety

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- The client is responsible for the health and safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation
- The client should familiarise themselves with emergency procedures, including the Emergency evacuation for persons with disabilities, house-keeping and first aid arrangements
- The capacities of each room booked is given and may not be exceeded for safety reasons. OLDP reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if overcrowding is liable to occur.
- Delegate lists are required to be sent to OLDP at least three working days in advance of the event. This includes information relating to attendance by delegates with disabilities

### **Disabled and Toilet facilities**

There are lifts at Quayside tower and disability toilet facility on the 2<sup>nd</sup> Floor

Toilet facilities are to be used in the manner in which they are meant, they should be left clean and tidy, nothing but toilet paper should be flushed, paper towels and any other items should be put in the bins provided

### **Security**

Outside of normal hours, OLDP will need to log bookings with security at Quayside Tower

### **Parking**

Quayside Tower is a 10-15-minute walk from New street station, however, if delegates do decide to take their cars then there are various paid parking near by.

### **Notices**

The client is responsible for any damage, theft or incident relating to their event or delegate/s.

The client should ensure they have suitable insurance to cover their event and indemnify OLDP.

No signs or other items may be placed on or affixed to any part of the premises, either externally or internally, without prior consent. Sellotape, blu-tack or sticky fixtures may not be used on painted surfaces. Damage to any area will be charged to your event.

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Provisional booking authorised by:  
**Booking fee £30**

Date:

**Payment to:** Octavius learning and development partnership (OLDP)  
Santander sort code- 09-01-28, account no -36160759  
**No cheques please**

OLDP Provisional acceptance by:

Date:

**Total to pay to OLDP -£.....** (minus any booking fee paid)

**Total to pay to .....**

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