

**NIHR Biomedical Research Centre
Guy's & St Thomas' NHS Foundation Trust and King's College London**

Meeting Room Facilities Booking Policy

1. Introduction

Our NIHR Biomedical Research Centre, situated on the 16th floor of the Tower Wing, Guy's Hospital, has modern meeting room facilities in a central London location adjacent to London Bridge train and underground stations. The conference facilities are a dedicated space for research professionals to gather for meetings and events.

Rooms are available to be booked between 8.00am and 6.00pm Monday to Friday and are equipped with audio visual facilities. The floor also benefits from a café, open from 8.30am to 4.30pm Monday to Friday, which is available for use by staff and meeting delegates.

There are four meeting rooms for hire; one circular conference room and a large meeting space which can be separated into two or three separate rectangular meeting rooms. For more information regarding room layouts, audio-visual options and costs, please visit our website www.guysandstthomasbrc.nihr.ac.uk/Professionals/meetingfacilities

2. Room Tariffs

Our NIHR Biomedical Research Centre operates a three tiered user tariff system which favours those connected to the Trust and its research objectives. The table below provides details of the room costs and criteria for each tariff.

2.1. User Tariff Table

Tariff 1: Core Business Activity

In order of priority:

1. Meetings or events directly related to the research activity of our NIHR Biomedical Research Centre at Guy's & St Thomas' NHS Foundation Trust (GSTFT) and King's College London (KCL) or GSTFT Research and Development (R&D) department.
2. Meetings or events directly related to the research activity of our NIHR Clinical Research Facility at GSTFT and KCL.
3. Meetings or events conducted by staff from the following research organisations located in our NIHR Biomedical Research Centre, 16th Floor, Guy's Tower Wing. This includes:
 - Staff from King's Health Partners (KHP) Clinical Trials Office
 - Staff from King's Commercialisation Institute
 - Staff from NIHR Clinical Research Network: South London
4. King's Health Partners (KHP) and GSTFT Executive Level meetings.

Tariff 2: Internal Rate and Associated Research Organisations

5. Meetings or events conducted by staff from GSTFT, KCL or KHP organisations.
6. Other meetings or events conducted by associated research organisations. These include but are not limited to organisations funded by the National Institute of Health Research (NIHR)

Tariff 3: External Rate

7. Any person / department / organisation not included in Tariff 1 or Tariff 2.

Room charge rates:

Room	Per hour rate (£)			Layout and Capacity		
	Tariff 1	Tariff 2	Tariff 3	Boardroom	Cabaret	Theatre
Conference Room	£0	£60	£90	12	N/A	N/A
Meeting Room 1, 2 or 3	£0	£60	£90	16	12	20
Two rooms (any combination*)	£0	£90	£135	25	36	42
Three rooms (any combination*)	£0	£120	£180	30	48	75
Four rooms	£0	£150	£225	See above †		
Scientific cafe**	£0	£150	N/A	N/A	40	70

* = Relates to meeting rooms 1, 2 and 3

† = Meetings rooms 1, 2 and 3 plus conference room

** = Bookings for the scientific café made at the discretion of senior management

Room hire cancellation charges:

If the booking organiser cancels a confirmed room booking, the following charges will be applied:

- a) The day of the meeting or event = 100% of the room charge will apply
- b) 1 – 7 days notice = 50% of the room charge will apply
- c) 8 – 14 days notice = 25% of the room charge will apply

3. Catering

Catering can only be provided by the Trust's hospitality team. The use of alternative / outside caterers is not permitted. For further details please visit the [Guy's and St Thomas' website](#).

4. Contacts

For questions or queries please contact the R&D Reception Services using any of the following means:

- 020 7188 5745 or 020 7188 2310
- R&DAdmin@gstt.nhs.uk
- www.guysandstthomasbrc.nihr.ac.uk/Professionals/meetingfacilities