



# Conference Centre

## Application for Hire and Catering Requirements

Situated between Aberdeen and Inverness, the AGB Centre is based at the UHI Moray campus in Elgin.

This state-of-the-art Conference Centre is the ideal venue for meetings, seminars, corporate events, awards ceremonies, exhibitions and international conferences in a prestigious contemporary setting.

## Conditions of Let

1. Application for a Let must be made on the appropriate booking form stating the purpose for which the let is required and the duration of the let. A 20% non-refundable deposit will be charged on receipt of the booking form.
2. **Cancellation**  
In the event of a cancellation the hirers should notify the AGBC events team on [agbcevents.moray@uhi.ac.uk](mailto:agbcevents.moray@uhi.ac.uk) **no later than 10 working days** prior to the let. Failure to do so, without reasonable explanation, shall result in the full cost of the event accommodation and catering being charged.
3. The Hirers are responsible for maintaining good order, behaviour, proper conduct and for ensuring that the Health and Safety requirements of the College are met.
4. The Hirers are required to have adequate Public Liability Insurance cover. If your organisation does not hold Public Liability Insurance, this must be notified to the College at the time of booking.
5. Neither the College Board of Management or any of its employees will accept any liability for any accident that may happen, or any loss that may be sustained, in or on the premises managed by the College Board of Management during or in connection with such meetings or activities, whether such accident arises from a defect in the premises or contents, let or otherwise.
6. Clients hiring accommodation at College will be held liable for any damage to the building, or property or furniture or furnishings therein, or in any other part of the building during or arising out of, their occupancy of the same.
7. No additional fittings/decorations will be used within the building without the consent of the College.
8. No nails or screws shall be fixed into the floors or walls in any part of the building.
9. It is for the College to determine whether, in connection with a let of College property, the services of a Site Assistant or other member of staff are required.
10. All activities will be open to inspection at any time by the College.
11. Persons hiring the accommodation will be held responsible for ensuring that any special emergency and other regulations in force are adhered to. With regard to fire and safety regulations, it is the responsibility of the Hirer to familiarise him/herself with the College's regulations relating to the building, in order that in the event of a fire alarm occurring during the Hirer's presence in the building, he/she will be able to organise his/her group in the appropriate manner.
12. It will be within the discretion of the College to:
  - a) transfer lettings from one part of the College premises to another, if in our opinion circumstances justify this and subject to appropriate notice of the proposed change being given to the intending Hirers;
  - b) modify in other respects or discontinue a let accordingly as the accommodation may be required for educational or other purposes;
  - c) refuse occupancy or to terminate any letting without notice and without assigning any reasons in any case where, in our opinion, such action appears necessary.
13. The College may, at any time, for reasons deemed sufficient, suspend, alter or withdraw any or all of the foregoing regulations.

## Emergency Evacuation

1. Each room within the College displays a statement on Fire Emergency Procedures and a map showing the escape route. Please familiarise yourself with these and ensure that you know your Emergency Evacuation Route.
2. The evacuation signal is a continuous siren; some areas are separately alarmed such as Nursery and Victoria Art Building and have a continuous bell. In either case it is a strident sound.
3. When the evacuation signal sounds, switch off all machinery and equipment, catering areas must have all items removed from cooking surfaces, conduct the group out in a quiet orderly manner, taking your conference membership list with you.

On the upper floors of Culbin Wing, Learning Resource Centre (LRC) and Technology Centre ensure that all disabled persons who cannot negotiate the stairs are reassured and, where possible, taken to the stairwell refuge containing an Evac Chair. **Should it be necessary a volunteer may stay with the disabled person until evacuated by Evac Chair.**

Shut the door behind you but do not lock. **Do not** allow members to delay evacuation by packing up personal belongings.

4. Lifts **must not be used** in an Emergency Evacuation.
5. Maintain a coherent group when the Assembly Point is reached - ensure that you are clear of roadways and access areas. Be ready to inform the Emergency Evacuation Co-ordinator of any absent members. Emergency Evacuation Co-ordinators are stationed as follows:

**Main College Site:** Moray Street entrance (opposite Police Station)  
Rear car park adjacent to the Nursery  
Hay Street entrance

**Technology Centre:** The main entrance gate

**Victoria Art Building:** Grass area outside the entrance

6. The signal to return to the building is given by three short bursts of an air horn. **Do not** allow any person to re-enter the building until this signal is given.
7. **Disabled Persons**  
These persons form a small but vulnerable group. The following applies:
  - a) Disabled persons, including wheelchair users, must allow all able-bodied persons to leave first. The disabled person can then leave or be assisted to leave. It is important that no delay is caused by a disabled person.
  - b) If a situation occurs that would endanger a disabled person while being evacuated, they should be left within the stairwell refuge area, clear of the stair, and a Emergency Evacuation Co-ordinator informed by use of the emergency mobile telephone number listed at each Refuge Area.
  - c) College personnel will arrange transport by Evac Chair to a place of safety, and they may be assisted by the Emergency Services if required.

**You are required to ensure that all members of your organisation/group are aware of the emergency evacuation routes.**



# Application for Hire of Accommodation

AGBC USE ONLY

REF. No.

Booking is confirmed upon receipt of the signed form (*subject to availability of accommodation*). All relevant sections **MUST** be completed. Charges subject to current VAT rate.

## CONTACT DETAILS

Hirer Contact Name

Name of Organisation

Address

Postcode

Telephone (day)

Email Address

## BILLING INSTRUCTIONS

PO Number

Name

Address

Postcode

## ACCOMMODATION REQUIRED & DATES REQUIRED

I/We hereby apply for the let of (*please tick [✓] as appropriate*)

- ☐ Conference Room (*max 150*)    ☐ Café Area (*max. 50*)  
☐ Breakout Area (*max 40*)    ☐ Boardroom (*max. 20*)  
☐ Sports Hall    ☐ Classroom

### CATERING REQUIREMENTS (*please tick [✓] as appropriate*)

- ☐ I/We **do not** require catering  
☐ Catering **is required** and I/We have completed a Catering Order Form (*overleaf*)

Day and date

Event name

Access between the hours of      and

Start time      End time

Number attending

Is the event "entry by ticket only"    ☐ Yes    ☐ No

Room Layout Style (*if applicable*) (eg. horseshoe, theatre, cabaret etc.)

## EQUIPMENT REQUIREMENTS

I/We require (*please tick [✓] as appropriate*)

- ☐ Computer access    ☐ Wifi access  
☐ Video Conferencing    ☐ Flipcharts  
☐ Display Boards    ☐ Welcome message on Reception screens  
☐ I/we will supply our own laptop(s)/tablets

Briefly describe the nature of the event:

## DECLARATION

Please tick [✓] as appropriate

- ☐ Copy of Public Liability Insurance Certificate enclosed  
☐ No Public Liability Insurance  
☐ I/We have read the *Conditions of Let* and *Emergency Evacuation*

Signature of Hirer

Name (*please print*)

Date

The services of a Site Assistant are available Monday to Thursday from 8.30am until 9.30pm, Friday 8.30am until 5pm during term times. All other hours outwith the above will incur an extra charge.

VAT at the current rate will apply to all charges.

**CANCELLATION:** Please notify the AGBC events team on [agbcevents.moray@uhi.ac.uk](mailto:agbcevents.moray@uhi.ac.uk) NO LATER than 10 working days prior to the let. Cancellations received later than this will incur charges for full room hire plus any food wastage.



# CATERING ORDER FORM



**Your event will be catered by The Bearded Chef, and serviced by a Catering Assistant(s) throughout the duration of the day/evening.**

**All relevant sections of this form must be completed and submitted at least 4 working days prior to Event Date.**

| CONTACT DETAILS      | BILLING INSTRUCTIONS (if different from hire billing) |
|----------------------|---|
| Hirer Contact Name   | PO Number   |
| Name of Organisation | Name  |
| Email Address        | Address   |
| Event Day and Date   | Postcode  |
| Room                 | Additional Instructions                               |

**Please specify your requirements below and give clear details of any special dietary requirements (gluten free, lactose free, vegan, vegetarian etc.)**

| Option  | Cost Per Head | Delivery Time & Collection Time | Amount Required | Dietary Requirements |
|---|---------------|---------------------------------|-----------------|----------------------|
| Breakfast Roll (Choice of Bacon/Sausage etc.)   | £6            |                                 |                 |                      |
| Vegetarian Breakfast Roll (Choice of Egg, Mushroom, Tomato, Tattie Scone, Hash Brown) | £6            |                                 |                 |                      |
| Sandwich Lunch  | £6            |                                 |                 |                      |
| Soup & Sandwich Lunch   | £7.50         |                                 |                 |                      |
| Finger Buffet (Sandwiches, Crisps and a selection of savoury and sweet items)         | £11           |                                 |                 |                      |
| Traybakes   | £1.65         |                                 |                 |                      |
| Biscuits (pre-packed)   | £1.65         |                                 |                 |                      |
| Teas/Coffees/Hot Water/Herbal   | £2.20         |                                 |                 |                      |
| Scones & Jam  | £2.75         |                                 |                 |                      |
| Fruit Platter   | £3.30         |                                 |                 |                      |
| Bottled Water/Can of Juice  | £1.10         |                                 |                 |                      |
| Fresh Fruit Juice (glass)   | £1.10         |                                 |                 |                      |

**Please note:**

- + Prices are subject to current VAT rate
- + Water can be supplied in jugs for an additional 50p per jug
- + We require at least 4 days' notice for food orders and at least 2 days' notice for refreshments
- + Please return the form to [agbcevents.moray@uhi.ac.uk](mailto:agbcevents.moray@uhi.ac.uk)



Hirer Signature \_\_\_\_\_ Date \_\_\_\_\_