



# Faculty of Pharmaceutical Medicine

of the Royal Colleges of Physicians of the United Kingdom

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## FPM Room Hire - Booking Terms & Conditions

### Provisional bookings

Provisional bookings can be made by telephone, e-mail or via the booking form on our website. Provisional bookings will be held for a maximum of 14 days. Any bookings not confirmed within 14 days may be released without notice.

### Confirmation of bookings

All bookings are provisional until a signed booking agreement (and purchase order, if applicable) is received from you. When the signed booking agreement has been received the booking terms and conditions have been accepted. We will confirm receipt of your booking agreement in writing. Please contact us if you do not receive confirmation from us.

The booking agreement will include:

- Date(s) and time(s) of the booking
- Purpose of the event
- Estimated number of attendees and including speaker/trainer(s)
- Room name and preferred room layout
- Invoice address
- Hire fee and payment due date
- Additional equipment and service requests (if requested)
- Confirmation of agreement to host lunch (if requested)

### Payment terms

An invoice will also be issued when we receive confirmation of your booking. Our payment terms are 30 days from the invoice date, or 14 calendar days prior to the event date, whichever is sooner. If you do not make payment within the required period your booking will be cancelled.

### Cancellation by the booker

Cancellations must be confirmed in writing. Cancellation charges will be determined from the date that written confirmation is received

- If you cancel your booking 14 or more calendar days prior to your event date, you will receive a full refund.
- If you cancel your booking 7-14 days prior to your event date, you will receive a 50% refund of the full price for the booking, including any additional services requested at the time booking was made.
- If you cancel your booking less than 7 days prior to your event date, you will be charged the full price for the booking and no refund can be made.

## **Cancellation by the Faculty of Pharmaceutical Medicine**

We reserve the right to cancel your booking at any time if the purpose of your event is or appears to conflict with purposes or policies of the Faculty of Pharmaceutical Medicine (FPM). We also reserve the right to cancel your booking if FPM's premises become unavailable due to circumstances beyond our control. If we cancel your booking for any reason we will refund any payment you have made in advance but we will otherwise have no further liability to you.

## **Use of our name and logo**

You may only use the name of the 'Faculty of Pharmaceutical Medicine' to indicate the address where your event is located. You must not use our name or logo, or the names of our parent colleges, in any way before during or after your event that may imply that we have endorsed your event or your organisation. No selling is permitted on our premises. Advertising is only permitted with our express permission and within the privacy of a closed meeting.

## **Change of date**

Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed. Once a booking has been confirmed, if we cannot accommodate your change of date, cancellation terms will apply.

## **Accessibility**

All areas of FPM's facilities are fully accessible. The Domenet and Burley Rooms are located on the first floor and can be accessed via a lift. There is a separate accessible WC located on the ground floor.

## **Car parking**

Car Parks: Long-Term (approx. £8 per day) at Elia Mews (via Nelson Terrace) and Budget Parking Theseus Walk (via City Garden Row). There is also some short-term metered parking in Graham Street. There is no car parking at FPM itself.

## **Food and drink**

Please note that, under normal circumstances, clients are not allowed to consume their own food and beverages within FPM's premises unless you have arranged for external catering and this has been agreed at the time of booking. Half-day and full-day bookings include complimentary tea, coffee, water, fruit juice and biscuits.

## **Damage**

The client must indemnify FPM against any damage caused to FPM's premises (including contents, furnishings, fittings and any other equipment on hire) by the client and/or their guests, employees or agents.

## **Insurance**

FPM is fully covered by insurance however we accept no responsibility for any activities organised by those hiring FPM's facilities. Hirers must ensure that Public Liability insurance is arranged to cover any claim that might be made against them in respect of any activities that they are responsible for. The hirer may be asked to provide a copy, if requested, of a health and safety risk assessment before the event. FPM does not accept any liability for any personal property or equipment brought onto the premises by you or your guests. FPM shall not be liable for any consequential losses of any nature.