**Lancaster Suite, The Castle**

**Booking Procedures**

**Castle Space Configuration**

* The Castle’s Lancaster Suite has the capacity to hold 48 people, set up in a cabaret style (tables and chairs).
* Any pre-ordered lunch or refreshments will be serviced in the Suite.

**Process for booking Specialist Academic and Key University Corporate Events**

Subject to availability and approval, The Castle premises will be bookable with no charges and only direct costs e.g. hospitality, for the following:

**Academic Use**

Academic uses on a one-off basis, such as:

* Events and seminars with a clear academic link to the castle e.g. history, the region, law, literature.
* Events and seminars where the setting will enhance the experience or reputation of the course, department or University.
* Some recruitment events for prospective students.

The premises will not be used for core teaching.

Any charge to attend events can only be used to recover direct costs of using the space, unless by prior arrangement.

**University Corporate Events**

The University may choose to use the space for central activities and events e.g. Campus in the City, public engagement events.

**Booking process – Academic**

All events need to be authorised by one of two authorised faculty signatures (see attached) and the following process adopted:

* The organiser will call Conferences & Events+ (at lancasterconferences@lancaster.ac.uk or on 01524 592444) who will check availability and provisionally hold the space for 1 week.
* A form will then be emailed to the organiser who should complete it in full and secure authorization from the nominated faculty signature.
* The form will then be returned to Conferences & Events+ who will finalise the booking and send a confirmation to the organizer detailing e.g. opening hours, key collection information etc.

**Booking process – University Corporate**

All events need to be authorised by Sarah Rees, Head of Stakeholder Relations, or alternate and the following process adopted:

* In the first instance, the organiser will call Conferences & Events+ (at lancasterconferences@lancaster.ac.uk or on 01524 592444) who will check availability and provisionally hold the space for 1 week.
* A form will then be emailed to the organiser who should complete it in full and secure authorization from Sarah Rees, or alternate.
* The form will then be returned to Conferences & Events+ who will finalise the booking and send the organizer a confirmation which will detail opening hours and key collection information etc.

**Terms and Conditions**

* The meeting space must be left as it is found. A fee will be charged to the individual making the booking for resetting or clearing the room.
* All catering must be booked directly through Conferences. The team will send the order to Atkinsons and a cost code will be required.
* On the day, keys for the meeting space will be collected from The Castle’s Security Office and it is the individual’s responsibility to return them on the same day.

All other attendees must sign an attendance sheet once in the meeting room.

* It is the responsibility of the organiser to ensure that appropriate health & safety polices are followed, as per University Regulations.

<https://portal.lancaster.ac.uk/intranet/services/people/health-and-safety/health-and-safety-policy/>

* Fire evacuation procedures must be communicated to all groups as part of the welcome – this will be included in the booking confirmation email.
* Faults or damage must be reported by individuals on the day via the University Facilities Planon <https://www.lancaster.ac.uk/facilities/services/helpdesk/> system or by calling the Helpdesk on 01524 593333.
* Audio Visual is supported by ISS and any requests must be submitted to ISS in advance.
* The building can be accessed by the lead contact on the day from 8.15am and the space should be vacated 30 minutes before the close of the Castle (5pm in winter – October to March, 6.30pm in summer – April to September).
* No external signage outside the meeting room is allowed.
* No photography is allowed.

**Process for booking all other Conferences, Events and Summer Schools**

The team at Conferences & Events+ will support you for all meetings and events which sit outside the above.

Simply email the team with your requirements at lancasterconferences@lancaster.ac.uk or call them on 01524 592444.

**Terms and Conditions**

* A day delegate fee is applicable to all bookings.
* All organisers employed by Lancaster University can book the exclusive VAT rate
* No events for social occasions can be booked e.g. weddings, private parties

**Castle Conference Rates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility charge** |  | **Ex VAT** | **Inc. VAT** |
| *Main meeting room set-up**Conference support on the day in the venue* | *Full day* |  **£450** |  **n/a** |
|  | *Half day* |  **£375** | **n/a**  |

**Castle Refreshments Prices booked via Atkinsons for approved internal non-chargeable usage**

|  |  |
| --- | --- |
| **Refreshments**  | **Inc. service charge** |
| *One serving of Atkinsons tea & coffee* |  ***£3.33 per person*** |
| *Atkinsons seasonal lunch menu* | ***£14.45 per person*** |
| *Atkinsons breakfast menu* | ***£14.45 per person*** |
| *Atkinsons Tea, Coffee & sweet treats* | ***£7.42 per person*** |
| *Atkinsons Tea, Coffee & pastries* | ***£6.65 per person*** |

All the above prices are per person and subject to change.

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Approver**  | **Approver** |
| LUMS | Sue Atherton | Carol Atkinson |
| FST | Michelle Eccles | Kirsti Cleminson |
| FASS | Jemma Evans  | Peter Stevens |
| FHM | Jo Humphrey | Carol Holland |
| Stakeholder Relations  | Sarah Rees | TBC |

Appendix A Faculty approvers