

Kadoorie Institute Room Booking

Terms and Conditions

- The Kadoorie Institute teaching rooms have a 'No Eating or Drinking Policy'; only water is accepted. Please make sure that the instructor is made aware of this and that they inform their students not to eat and drink within the facilities hired (you may incur extra charges if equipment is damaged or any upholstery is stained through their consumption during your training session).
- All rooms hired must be left in the condition in which they were found; please close all doors and windows, shut down all electrical devices and make sure the room lights are switched off at the end of your session.
- Equipment/furniture must not be removed from the room unless agreed with the administrator.
- If you require items of furniture or equipment which are not kept by the Institute, you will need to inform the administrator and arrange safe moving and handling of the equipment. All additional furniture and equipment must be removed on the same day as the teaching.
- The Institute will confirm by email that the room has been booked.
- All participants must be aware of the details agreed for the teaching. Cancellations must be notified to the Institute by email. At least 48 hours' notice must be given in order to cancel a room, otherwise the Institute reserves the right to charge for the room, the entire fee will apply.
- Charges will apply where there is profit making for an NHS Department / Team. VAT will be charged to external organisations. Please refer to the room-hire price list below.
- The Institute is unable to accept liability for any loss of, or damage to personal property of users of the Institute. Items of personal value should not be left in the Institute at any time. The Institute will not be able to provide you with any extra storage / room for any personal belongings.
- The Institute will not be responsible for lost property. Valuable items found will be taken to Security by the end of the day. Non-valuable items, including clothing will be disposed of after 2 weeks.
- The Institute will not undertake photocopying for teaching.
- The Institute does not book catering; you will be responsible for arranging your own catering. Catering arrangements should be made with either the George Pickering Centre or the hospital restaurant to set aside an area for the consumption of refreshment.

Room-hire price list

	Lecture Theatre		Simulation Suite		Skills Lab 1a & 1b		Skills Lab 1a or 1b		Education package	
Trauma, Emergency and Critical Care <i>(where a charge is made to participants)</i>	pm ½ day All	£84 £115 £230	pm ½ day All	£173 £230 £407	pm ½ day All	£84 £115 £230	pm ½ day All	£46 £58 £115	pm ½ day All	£230 £287 £517
Non-Trauma, Emergency and Critical Care OUH users <i>(where no charge is made to participants)</i>	pm ½ day All	£35 £81 £161	pm ½ day All	£138 £173 £230	pm ½ day All	£35 £81 £161	pm ½ day All	£23 £40 £81	pm ½ day All	£173 £230 £287
Non-Trauma, Emergency and Critical Care OUH <i>(where a charge is made to participants)</i>	pm ½ day All	£84 £115 £230	pm ½ day All	£173 £230 £407	pm ½ day All	£84 £115 £230	pm ½ day All	£46 £58 £115	pm ½ day All	£230 £287 £502
Universities	pm ½ day All	£84 £115 £230	pm ½ day All	£173 £230 £407	pm ½ day All	£84 £115 £230	pm ½ day All	£46 £58 £115	pm ½ day All	£230 £287 £502
Other non-NHS users	pm ½ day All	£143 £173 £344	pm ½ day All	£230 £287 £453	pm ½ day All	£143 £173 £344	pm ½ day All	£69 £85 £171	pm ½ day All	£287 £344 £575