

Oxford Hospitals Education Centre (OxHEC) – Guide to Booking Rooms

Please use the guide below to see the notice required **before** requesting your booking.

Group	Room 1 (Clinical) Capacity 20	Room (Clinical) Capacity 20	Room 3 Capacity 30	Room 4 Capacity 35	Room 5 Capacity 40	Room 6 Capacity 18
Group A Any educational activities in line with OxHEC KPIs, that generate positive revenues	24 months	24 months	24 months	24 months	24 months	24 months
Group B Educational activities that currently incur avoidable external facilities charges	12 months	12 months	12 months	12 months	12 months	12 months
Group C Other Education Activities	12 months	12 months	12 months	12 months	12 months	12 months
Group D Non-educational activities such as corporate or team events. For example, both the Charity and Trust may wish to use the facility for occasional evening events. (Centre Management discretion for all bookings)	N/A	N/A	1-2 weeks	1-2 weeks	1-2 weeks	1-2 weeks