**General Information:**

**The Council Chamber:** **There are no projection facilities in the Council Chamber** which is set up for board meetings with a boardroom table, seating up to 18 people.

**Foyer:** The Foyer is available for use for catering; food and drink should not be consumed in the Council Chamber except by prior arrangement.

There is an internal telephone in the Foyer should anyone require to answer the paging system or contact the AV Team or Security.

**Please Note: As the facilities may be booked for other meetings. The organiser is responsible to make arrangements to dispose of food which should NOT be left overnight. Failure to do so may result in refusal of further bookings**.

**Late or out of hours bookings:**  **The organiser is responsible for switching off all electrical appliances.**

**Please make sure the doors are secured when leaving and if the meeting finishes earlier than originally stated Security should be informed on (01224 433327).**

***Room Hire Rates:*** *Council Chamber: £110.00 per day - £60.00 per half day or part thereof*

*(Aberdeen Medico-Chirurgical Society members have free use of the Council Chamber for non-profit meetings.*

*Please contact Marilene for booking enquiries at* *medchi.admin@abdn.ac.uk**)*

**Please complete and return the booking form to Marilene Walker at:** **medchi.admin@abdn.ac.uk**

**I/We wish to book the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COUNCIL CHAMBER:** |  |  **FOYER:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date Required:** |  | **From:** |  | **To:**  |  | *(Please give entry and vacation times)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approx. No. of Attendees:** |  | **Details of Use:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Booked by:** |  | **Signature:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | **Contact Telephone No:** |  |

|  |  |
| --- | --- |
| **Purchase Order Number :***(Required by NHS and University Accounts Departments)* |  |

|  |  |
| --- | --- |
| **Name and Address for Invoice:** |  |
| **Email Address for Invoice:****Email Address for Invoice:** |  |

***Please see following page for further information for cancellations & access***

|  |
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|  |

**CANCELLATIONS:**

There will be no fee for cancellations notified. Non-notification may incur a 50% charge.

**ACCESS:**

If Med-Chi is locked when you arrive for your meeting during the day please contact Security at the Front Desk (Reception), Medical School - Polwarth Building (01224 437098 – University extension 7098). Security should be contacted if entry is required before 7.30 am or after 5 pm (01224 433327 – University extension 3327)

# DISABLED ACCESS FOR MEETINGS AT THE MED-CHI

There is disabled access into the Polwarth Building (Aberdeen University Medical School) which gives access to the Med-Chi Hall on the same level. To use this access, disabled drivers may park in the Polwarth Medical School car park and use the ramp into the reception area. At the T junction of the corridor beyond the reception desk turn left and continue to the very end of the corridor where the Med-Chi Hall is situated.

Access along this corridor is restricted at all times. Please contact Security on 01224 437098 (University extension 7098) before you arrive and they will be ready to offer assistance. Please note that the outside doors are locked after 6.00 pm. Therefore the course leader should be available to give assistance from inside the building if they are a member of the University staff, or again the porters should be informed of the specific arrival/departure time so that they can give assistance.

If entrance is required for a weekend meeting, then Security at Old Aberdeen will need to be informed so that they can arrange to have someone available to assist (01224 433327 - University extension 3327).

Please note that there is not a disabled toilet within the Med-Chi building itself but such facilities are available in the Medical School along the corridor described above.