



The Foundation event space application form

Contact details

Name

Job title

Organisation

Email

Phone number

Address (for invoicing)

Purchase order or reference number (if required)

Contact on day, if different

Event details

Date

Timings (include time for set up and breakdown)

The space is available from 9am–5pm Monday to Friday. Requests to use the space outside these hours will be considered on a case by case basis.

Event outline and audience

Purpose/aim of event

Number of attendees expected

Layout of the space required

Equipment required

Other

Costs

Standard charge: 2-4 hours - £150; 4-8 hours - £300

Subsidised charge: 2-4 hours - £100; 4-8 hours - £200

Criteria for subsidised rates are outlined below. You must fulfil these criteria to get the lower rate

Please tick here if you would like to request the subsidised rate

Subsidised rate criteria

The organisation should be a Not for Profit: CIC, charity, community group.

The organisation should be an SME.

The organisation should have a relationship with the Triodos Foundation, Triodos Bank, or be closely aligned with our values.

The event is not party political.

The event should serve to progress the aims and objectives of the user organisation, for example a strategy day, consultation or training session, it cannot be a purely social event.

The event is free to attend, or only charged to cover costs.

The event is not financially supported or sponsored by a third party.

Events with a specific revenue generating/fundraising remit will be looked at on a case by case basis (please contact us to discuss).

Subsidised use should be limited to three events per year per organisation, unless otherwise agreed.

Use of this space is subject to the terms and conditions outlined on the next page. Please read them before submitting your booking request and sign the box at the bottom. Bookings will not be accepted without this confirmation.

Booking terms & conditions

General

The space is made available to businesses and other organisations who would meet the Triodos Bank business banking deposit criteria. We reserve the right not to hire the space to any organisation who would not meet these criteria.

All types of businesses and charities are welcome. The Foundation offers subsidised rates to small charities and not-for-profits, entirely at its discretion (see criteria above).

We are unable to host public events with a specific party political agenda or which promote particular political campaigns.

The St George's Rd address and postcode – above – must be used on all event info, not the Triodos Bank Deanery Rd address.

Unless agreed in advance, events in the Foundation should not be promoted as being hosted by, or held in conjunction with Triodos Bank or The Triodos Foundation and no promotional materials can use the logos of either organisation without specific agreement.

Access

Standard access hours are from 9am to 5pm, Monday to Friday.

For events outside of the above hours, special arrangements need to be made (access, security etc) which requires additional internal resources. We will attempt to accommodate such events where possible, and will look at events on a case by case basis.

Events must run to agreed time in order for Triodos Bank staff to facilitate entry and exit.

Accessibility

The space is on one level, with street level access and has disabled toilet facilities. It does not have a hearing induction loop but microphones are provided for all events, should they be required.

Health and safety

Event organisers must undertake responsibility for the venue and all activities.

Event organisers must remain on site for the duration of the event.

A risk assessment needs to be completed by the event organiser (see template, if needed).

The fire evacuation procedure must be shared with all key staff of the organising team.

Absolutely no lighted materials (such as candles) to be allowed on the premises.

Absolutely no smoking on the premises (including the outside patio space).

If alcohol is served, it is solely the responsibility of the event organisers to ensure that it is not served to anyone under the age of 18.

Insurance

Guest organisations are required to have their own insurance to cover any activity within the space.

Equipment available

Projector – guests must bring a laptop in order to use this (cables to connect it are included but a mac adaptor is required).

X2 hand held and X2 lapel mics .

140 chairs.

20 tables.

WIFI.

Cleaning

Unless agreed otherwise, the event organisers are requested to remove all their items from the space, tidy any dirty crockery and cutlery, load the dishwasher and leave the furniture as it was found (unless agreed otherwise at the time of booking).

Outside area

Do not chain bicycles to railing by the doors as these are to keep fire escape routes clear.

No smoking is permitted on the premises, including the outside terrace and covered areas.

When arriving and leaving the venue, please consider our neighbours.

Travel and parking

There is no parking provided at the venue.

The closest bus stops are outside At Bristol on Anchor Road and at College Green on Park Street.

The closest train station is Bristol Temple Meads, approximately 20 minutes' walk away.

Bicycle racks are located on the pavement outside the venue.

College Street car park is the nearest short stay car park (up to 4 hours). [Click here for more information.](#)

Coach parking information can be found [here](#).

Food and drink

Tea and coffee making equipment are provided

For larger events, users are required to bring their own tea, coffee and milk supplies

Kitchen facilities include 50 wine glasses, 60 plates, 100 mugs, 50 tumblers and cutlery for approximately 30 people

For evening events, alcohol can be served in moderation, but licensing restrictions mean that it may not be charged for.

Organiser to make their own catering arrangements. We ask that caterers adhere to responsible sourcing practices and provide reusable or recyclable packaging.

Declaration

I confirm that I have read and accepted the terms and conditions

Name

Position

.....
Signature

.....
Date

Please return to:

foundation.events@triodos.co.uk

or

**The Foundation
Lower Ground Floor
St George's Road
Bristol
BS1 5BE**