



# Courtyard Rooms – Conditions of Use

## Access to the Courtyard Rooms

Access to the Courtyard Rooms is restricted to BVA members and a one guest.

The Courtyard Room must be booked in advance via [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk)

Guests should be aged 16 or over, however exceptions can be made – please email [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk) to speak to our team.

. You

(and your guest, if relevant) will need to carry a visitor lanyard at all times.

Your visitor lanyard (and your guest's, if relevant) must be shown to any member of staff who requests to see it.

All personal possessions brought into BVA HQ may be subject to opening and inspection by staff.

All emergency procedures must be followed, including the evacuation of the site in the event of a fire, or fire drill.

## Consideration of others

BVQ HQ is an environment in which both staff and members must be able to work without disturbance or fear of abuse. Therefore:

Please treat BVA staff and other members with courtesy and respect at all times.

Consider BVA staff and other members and behave in a way that does not disturb them and respects their privacy.

When using the internet, do not access extreme or unpleasant material that may either offend or distress.

Mobile phones must either be turned off or on silent mode. Calls can be taken within the Courtyard Rooms.

## Use of the Courtyard Rooms

BVA shall not be liable for changes, cancellations or any other effect on your booking due to events beyond our control (force majeure). In these conditions 'force majeure' means any event or consequences thereof which could not have been reasonably



