**General Information**

General Information for Bookings at the MSTC

**General Policies**

All bookings are provisional until:

a) a completed booking form detailing requirements has been received

b) payment has been received of a non-refundable deposit of 10% of the expected total cost (or £200 if the total cost of the event invoice will less than £2,000)

The Event Organiser will then receive written confirmation of their booking from the MSTC Events officer.

**Please note**

There is no parking for vehicles or bicycles on site. Vehicles may be brought in temporarily to deliver equipment etc.

The MSTC operates a strict NO SMOKING policy.

**Current Prices**

The MSTC prices can be downloaded in PDF format from [here.](http://www.mstc.ox.ac.uk/building/MSTCprices2013)

**Cancellation Policies**

Organisers must give 12 weeks' notice in writing of cancellation. Failure to meet this requirement will result in a charge, applicable to the whole booking, being made as follows:

|  |  |
| --- | --- |
| **4 weeks' notice or less:** | 75% of the total charge |
| **4-8 weeks' notice:** | 50% of the total charge |
| **8-12 weeks' notice:** | 25% of the total charge |

Every attempt will be made to let any cancelled room(s) and, if resold, no charge will be incurred

**Should the University advise cancellation of an event, a full refund of fees would be made.**

**Last Minute Requests**

Any changes or requests made within two weeks of your event are not guaranteed.

**Payment Policy**

Payment of invoices is expected within 30 days of the issue of an event invoice.

Send payment enquiries to:

Events Officer
Medical Sciences Teaching Centre
South Parks Road
Oxford
OX1 3PL

**Catering**

Catering is available on weekdays from Baxterstorey (the caterers for the Dunn School of Pathology) on-site.

Baxterstorey are able to cater for a maximum of 200 lunches. Coffee and tea can be booked for up to 200.

If more than 80 lunches are required the MSTC can recommend external caterers. Click [here](http://www.mstc.ox.ac.uk/building/MSTCcaterersinfo) for details of alternative caterers.

Internal (University based) organisers should make arrangements directly with Baxterstorey.

Baxterstorey contact details are as follows:

email:path@baxterstorey.com

Telephone: 01865 (2) 75525

Please note that where catering is booked for an event by the MSTC Events Officer, there will be a charge of 5% of the total catering costs for this administration service.