



Birmingham and Solihull
Mental Health NHS Foundation Trust



Juniper Centre

Conference and
meeting rooms



Alcester Road, Birmingham, B13 8AQ

Tel: 0121 301 5835, fax: 0121 301 5801

Venue and facilities

Thank you for considering the Juniper Centre as the venue for your event.

Juniper is a brand new, purpose-built hospital for Birmingham and Solihull Mental Health NHS Foundation Trust. We opened our doors on December 6, 2010 and already it feels like home.

The centre was named after the herb juniper which is known to have therapeutic properties and can be used for clearing the mind. In fact the herbal theme continues with the centre's wards and therapeutic area in that these are called Sage, Rosemary, Bergamot and Sandalwood.

The Juniper Centre has a fully equipped modern education suite consisting of a large seminar room and two break out rooms (training room 1 and 2).

With the incorporation of the highest technology throughout the building we have created a conference and training venue that is equal, if not superior, to alternative venues throughout the Birmingham area.

We hope that you find this brochure informative. We have tried to include all relevant details to enable you to plan and prepare for your event. However, we are aware that all events are individual, and the information enclosed has only been provided as a guide.

We would welcome the opportunity to meet you and discuss your individual requirements, so please do not hesitate to contact a member of our team and arrange a time to visit. We pride ourselves on the flexibility to provide you with the event you desire.

Call Julie Gibson on 0121 301 5835.



Conference and meeting rooms

Room	Capacity	Equipment	Charge
Education suite			
Seminar room	50+	PC, DVD player, TV, telephone, projector and screen	£282 per day
Training room 1	4-6		
Training room 2	8-10		
Seminar room This room can be divided into two sections:	max 45 theatre style	PC, DVD player, TV, telephone, projector and screen	£150 per day £75 half day
Seminar room, section 1	15	PC, DVD player, TV, telephone, projector and screen	£76 per day £38 half day
Seminar room, section 2	25	Projector and screen	£96 per day £48 half day
Training room 1	4-6	PC	£60 per day £30 half day
Training room 2	8-10	PC	£72 per day £36 half day
Resource/Computer training room	6	6 PCs, telephone	£88 per day £44 half day

Wi-Fi is available in designated areas.

Please note the Juniper Centre operates a no smoking policy.



Parking

On-site parking is available but there is heavy demand, due to our inpatient service. However, there is on-street parking nearby on Amesbury Road and Reddings Road.

Catering for your event

The Juniper Centre has excellent facilities to enable you to obtain refreshments, lunch either via the adjoining Moseley Hall Hospital canteen or the WRVS coffee lounge in the Juniper Centre reception area.

Please note, this is a separate agreement with Moseley Hall Hospital, the Juniper Centre will not be responsible for any bookings made with them.

Contact details

Craig Holland, Karen Bridgeman, Ann Fitzgerald or Elaine Burgoyne
Catering Department
Catering Office
Moseley Hall Hospital
Alcester Road
Birmingham
B13 8JL

Telephone: 0121 442 4321 extension 3459
Fax: 0121 442 3423
Email: elaine.burgoyne@southbirminghampct.nhs.uk



Booking procedure

Please complete and submit the booking form at the back of this brochure. Initial enquiries may also be made to Julie Gibson.

Email: julie.gibson@bsmhft.nhs.uk
Telephone: 0121 301 5835
Fax: 0121 301 5801

Provisional bookings

A booking will be classed as provisional until written confirmation has been received.

The Juniper Centre reserves the right to release provisional room bookings, before doing so we will make every effort to establish whether the original booking is to be confirmed.

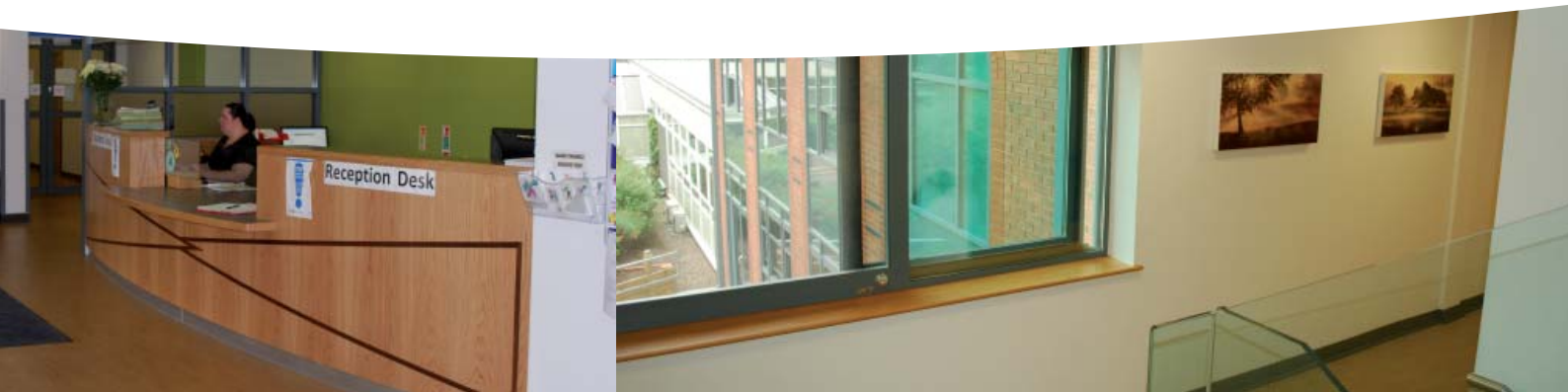
Confirmation

Confirmation will be made via email to secure the booking. The Juniper Centre will confirm via email reply all details and prices regarding the event.

Cancellation

A cancellation charge will be made for confirmed bookings which are subsequently cancelled on the following basis:

Notice period	Cost
60 days or more	no charge
31-60 days	10 per cent of booking cost + VAT
15-30 days	25 per cent of booking cost + VAT
8-14 days	50 per cent of booking cost + VAT
Less than 7 days	100 per cent of booking cost + VAT





Terms and conditions

1. The Juniper Centre management and other authorised officers and employees of Birmingham and Solihull Mental Health NHS Foundation Trust (BSMHFT) shall at all times during the hiring have free entry and exit to and from the centre.
2. The hirer will be held responsible for good order and conduct during the hire period.
3. No alterations or additions shall be made to the structure of the premises or the fixtures therein and the hirer shall leave the premises in as clean and as good order and condition as at the commencement of the periods of hire. In default of this provision the hirer shall repay to BSMHFT all reasonable charges, costs and expenses of putting the premises back into such good order and condition. BSMHFT shall estimate the amount of such damages.
4. No substance of an inflammable or explosive nature or producing an offensive smell may be brought into the Juniper Centre, such items will be confiscated.
5. During the period of hiring the hirer shall keep all emergency exits (if any) clear of obstructions and no interference with such exits shall be permitted.
6. BSMHFT do not accept liability for loss or damage to any property left upon the premises by the hirer or any other person or for death or injury to the hirer or any person using the premises under or in pursuance of this hiring except so far as such loss, damage, death or injury may be directly attributable to the negligence of BSMHFT or its servant or agents.
7. Meeting rooms are available for the time shown on your confirmation sheet. Any extension may incur additional charges, for example the room needs to be made ready for next booking or cleaners need to access the area.
8. Juniper Centre reserve the right to cancel the booking if the booking might in the opinion of the centre, prejudice the reputation of the centre.
9. For BSMHFT bookings a budget transfer can be arranged. For customers with prearranged credit facilities with BSMHFT our terms are 30 days from the date of invoice, thereafter we reserve the right to charge interest at the current bank rate.
10. Invoices for all other organisers will be presented within seven days of the event. Cheques should be made payable to Birmingham and Solihull Mental Health NHS Foundation Trust.
11. An overdue surcharge of 10 per cent per month will be levied on all accounts unpaid after 30 days.
12. Final attendance for all bookings should be confirmed TWO full working days prior to the function.
13. Unless otherwise agreed meeting room hire charges will cover the period between 9am and 5pm.
14. A half-day rate will be classed as either 9am-1pm or 1-5pm. Should a booking span both these a full-day hire rate will apply.
15. The hirer must read and understand our cancellation policy and accept its terms.
16. The management reserves the right to vary the charges and conditions of hire.
17. All cancellations are to be forwarded in writing by the client via email to either juniper.educationsuite@bsmhft.nhs.uk or julie.gibson@bsmhft.nhs.uk which will be followed by an acknowledgement of said cancellation.

Booking form



Please complete the below details and return form to:
juniper.educationsuite@bsmhft.nhs.uk

For further enquiries contact Julie Gibson.
Email: julie.gibson@bsmhft.nhs.uk
Telephone: 0121 301 5835
Fax: 0121 301 5801

Booking date(s): _____

Event title: _____

Company/division name: _____

Invoice address: _____

Telephone: _____

Fax: _____

Email: _____

Number of delegates: _____ Number of presenters: _____

Equipment required: _____

Layout/seating plan: _____

Catering (to be arranged by delegate): _____

Notes or additional requirements: _____

Internal cost code: _____

I confirm that the details or amendments of this booking are correct. I have read and understood the terms and conditions of the Juniper Centre.

Print name: _____ Signature: _____

Date: _____

