

*Advancing
Astronomy and
Geophysics*

ROYAL ASTRONOMICAL SOCIETY

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www.ras.org.uk

Registered Charity 226545

Room Booking Form

You are advised to check availability with the Administration Officer events@ras.org.uk before completing this form. If appropriate, please continue to the catering form (below).

Please complete and return all forms to: rosullivan@ras.org.uk

Name:	
Date(s) required:	
Purchase order number: (if applicable)	
Charity No. (if applicable):	
Please indicate if you are a Fellow of RAS:	Yes / No Fellows can use the rooms free of charge, provided that the planned activities are related to the aims of the Society. There is a discounted rate for charities. https://www.ras.org.uk/about-the-ras/room-hire
Meeting/ Lecture Title:	
Address: Tel. No: Email:	
Address for invoice: (if different from above)	

Room required (please delete):	Lecture Theatre Council Room
Times (start/finish): Available from 10:00 am – 17:00 pm. Please contact us if you would like to book outside these hours.	

Catering Booking Form

We regret that food and drink purchased elsewhere may not be consumed on the RAS premises. The only exception to this is when we host our RAS Specialist Discussion Meetings.

Thank you for your cooperation.

	Numbers Required	Time Required
Tea/Coffee @ £2.50 per head + VAT – For groups of 15 and over - Catering staff required		
Self-service coffee machine available in Council Room at a rate of £1.25 + VAT per drink. For groups of under 15		
Biscuits @£1 per head + VAT		
Orange Juice @£2 per head + VAT		
Crisps @£1 per head +VAT		
Sandwich/fruit lunch @ £8.50 per head + VAT		
Sandwich Platter for 5 @ £27.50 +VAT		
Catering Staff for groups over 15: £50 half day + VAT £100 full day + VAT		

Notes:

- Catering staff provided by the Society must be used at all meetings with more than 15 participants and in all cases when wine is served.
- Participants in meetings in the Council Room may use the self-service coffee

machine (£1.25 per cup + VAT).

- Wine can be provided by request (contact the Office, Events & Building Manager events@ras.org.uk).

Health and Safety for Visitors

We request that all guests sign in (and sign out) the visitor book located in the foyer, this ensures we know who is in the building in case there is a need to evacuate.

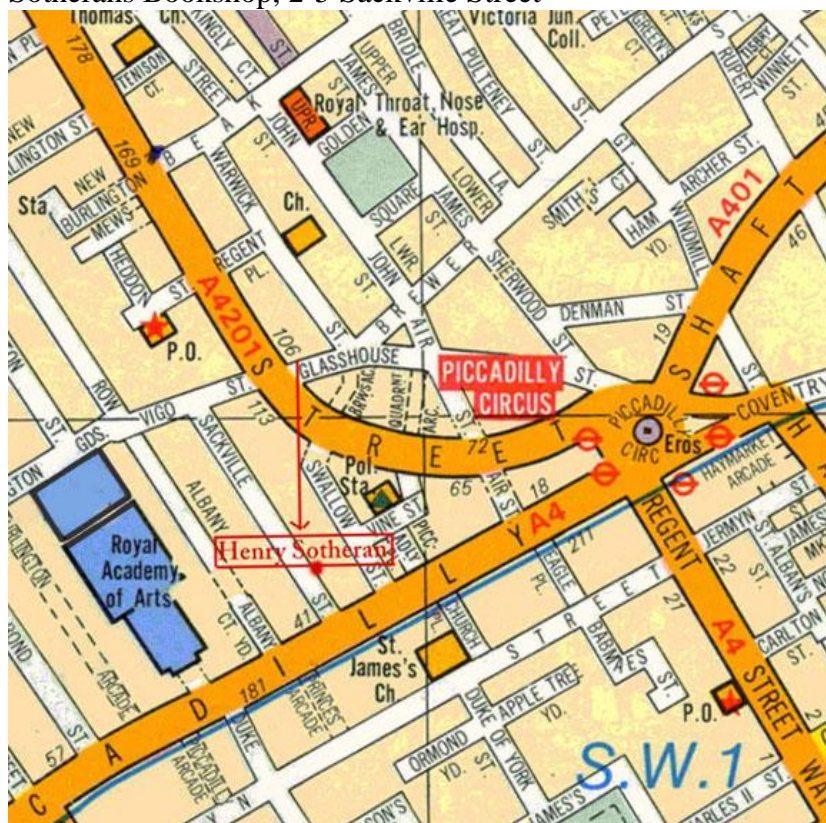
Fire:

The fire alarm is tested every Wednesday morning between 9 and 10 am. Unless the alarm sounds for more than 30 seconds, this does not require a response.

On hearing the fire alarm please evacuate the building by the nearest available exit (signposted)

- Please follow the instructions of our designated fire wardens (wearing fluorescent bibs).
- Do not use the lifts
- Go to the Assembly Point and await further instructions

The assembly point for the Royal Astronomical Society is:
Sotherans Bookshop, 2-5 Sackville Street



First Aid:

If you require a First Aider, please contact Reception staff.

Smoking:

Smoking is not permitted anywhere on the premises. We kindly ask smokers, not to smoke directly outside the building.

Your safety and well-being is important to us and we make every effort to ensure your safety. Please do not hesitate to contact our Reception staff if

- you wish to report an incident or an accident

- you see an unattended bag
- you have any concerns about Health and Safety standards in our building

Code of Conduct

We ask that everyone taking part in events held at the Royal Astronomical Society conform to the following Code of Conduct. Organizers will enforce this code throughout events.

The Royal Astronomical Society is dedicated to providing a harassment-free meeting experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, nationality, religion. We do not tolerate harassment of participants in any form.

- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.
- All communication should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not appropriate for any event.
- Be respectful to staff.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.

Participants asked to stop any harassing behaviour are expected to comply immediately. Attendees violating these rules may be asked to leave the event, without a refund of any charge that may have been levied.

Thank you for helping make this a welcoming, respectful space for all.