

GUIDELINES FOR BOOKING VENUES AND HOSPITALITY

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GUIDELINES FOR BOOKING VENUES AND HOSPITALITY

Venues are defined as the place where something happens, especially an organised event such as a meeting or conference.

Hospitality is defined as the provision of food, drink or other hospitality to business contacts and all staff in attendance should, be present in the necessary performance of their duties.

Hospitality at public expense is naturally a very delicate subject and staff must always take care to ensure that their actions do not leave the organisation open to criticism.

Expenditure should be kept as low as possible, compatible with the occasion and number of guests.

Practically, this can include activities both internally (CCG/NHS/Local Authority premises) or externally (off NHS premises).

All such expenses must be reasonable and appropriate to the situation and suitable to the people who are attending meetings.

In the first instance, all internal catering should be ordered through the CCG's preferred catering companies – please liaise with CCG Reception.

Value for money judgement should be made prior to booking external venues (see over page) and a useful guide is that if you would not spend the equivalent money on hospitality at an event yourself, then it is probably excessive in an NHS environment.

When making bookings, the following information must be received for payments to be authorised:

- The purpose of the meeting / event
- The names of all attendees at the meeting
- The organisation each attendee represents

Staff should be conscious of the need to cancel any bookings/hospitality in the event it proves necessary to cancel/postpone a meeting. Failure to do so may result in the full cost being charged to the appropriate directorate.

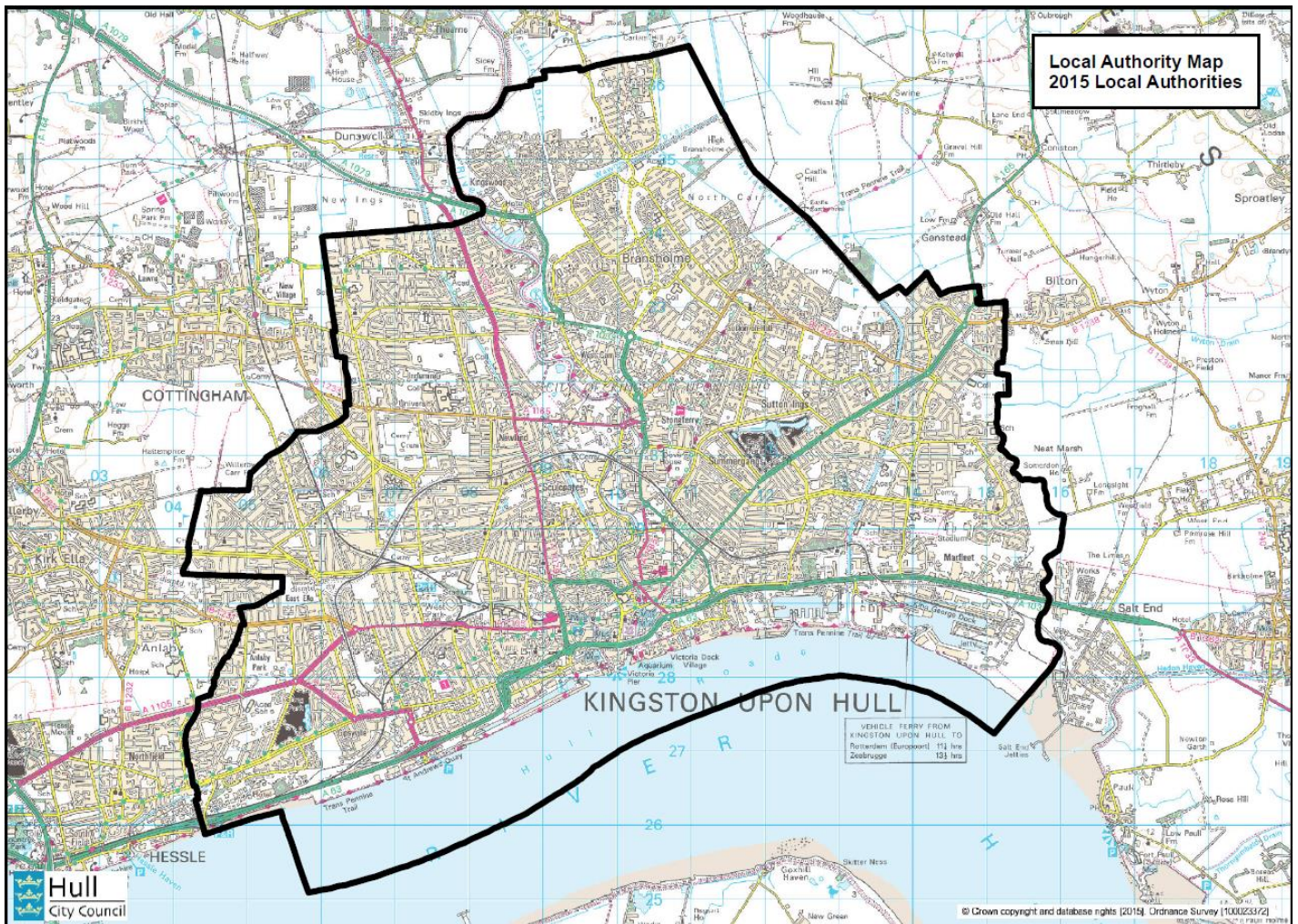
When booking hospitality, staff must ensure that healthy options are chosen (where possible) and any disability, dietary, religious, and cultural requirements are met, e.g. vegetarian, kosher or halal options.

Hospitality should only be allowed in the following circumstances:

- When undertaking official business. The meeting must include external guests and must be held between 12 noon and 2 pm only.

- Be a meeting, the duration of which is in excess of two hours at which external guests are in attendance.
- Food, biscuits, tea and coffee for meetings of staff and contractors (including CCG Board Members).
- Purchase of chocolates, cakes and other items as rewards for specific work events/achievements.
- Hospitality may be provided at the Annual General Meeting and any other corporate function where prior approval has been obtained from a relevant Director.

External venues where possible should primarily be booked within the Kingston upon Hull boundary area although this is subject to the attendees:



See further details at Appendix 1 below.

Appendix 1

| Venue | Information | Room Style | | | | | Parking | Contact Details |
|---|---|------------|---------|---------|-----------|----------|---------|---|
| | | Board Room | Theatre | Cabaret | Classroom | U-Shaped | | |
| Albemarle Music Centre 60 Ferensway Hull HU2 8LN | Accessible Toilets Baby Changing Blue-Badge Parking Level Access Wheelchair Access | 25 | 300 | 25 | 25 | 25 | No | 01482 318800 http://www.hullmusiclub.com/albemarle-music-centre/ |
| Artlink 87 Princes Avenue Hull Hull HU5 3QP | Accessible Toilets Assistance Dogs Baby Changing Hearing Loop Level Access Wheelchair Access | 20 | 40 | - | - | - | No | 01482 345 104 admin@artlink.uk.net www.artlink.uk.net/ |
| Bespoke Centre Zeals Garth Wawne Road Bransholme Hull HU7 4WD | Accessible Toilets Blue-Badge Parking In-House AV Wheelchair Access | 22 | 50 | - | - | 22 | Yes | 01482 300 300 http://www.hullcc.gov.uk/northcarr |
| Beverley Racecourse York Road Beverley HU17 8QZ | Accessible Toilets Blue-Badge Parking Level Access Lifts to all Floors Wheelchair Access WiFi | 50 | 250 | 180 | 150 | 70 | Yes | 01482 867488 http://beverley-racecourse.co.uk/events-conferences/conferences |
| Britannia Royal Hotel 170 Ferensway Hull HU1 3UF | Accessible Toilets Assistance Dogs Baby Changing Blue-Badge Parking Level Access Wheelchair Access | | 450 | | | | Yes | 01482 325087 www.hotels-hull.co.uk/ |
| Double Tree by Hilton Hull 24 Ferensway Kingston Upon Hull HU2 8NH | Accessible Toilets Blue-Badge Parking Wheelchair Access WiFi | 65 | 1000 | 360 | 500 | 120 | No | 01482 755500 http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hull-HUYUKDI/event/index.html |
| Express by Holiday Inn 80 Ferensway Hull HU2 8LN | Accessible Toilets Baby Changing Hearing Loop In-House AV Wheelchair Access WiFi | 28 | 55 | - | 30 | 25 | Yes | 0808 145-3778 http://holiday-inn-express-hull.h-rez.com/ |

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| Ferens Art Gallery Queen Victoria Square Hull HU1 3RA | Accessible Toilets Assistance Dogs Baby Changing Hearing Loop Level Access Wheelchair Access | | 150 | | | | No | 01482 300 300 http://www.hullcc.gov.uk/portal/page-_pageid=221.632231&_dad=portal&_schema=PORTAL_museums@hullcc.gov.uk |
| Forest Pines Hotel & Golf Resort Ermine Street Broughton North Lincolnshire DN20 8GS | Accessible Toilets Blue-Badge Parking In-House AV Level Access Wheelchair Access WiFi | | 364 | | | | Yes | 01652 650770 https://www.qhotels.co.uk/our-locations/forest-pines-hotel-golf-resort/conference-meetings/ forestpineevents@QHotels.co.uk |
| Früit 62-63 Humber St Hull HU1 1TU | Accessible Toilets Blue-Badge Parking Level Access Wheelchair Access | | | | | | No | 01482 221113 http://www.fruitspace.co.uk/venue-hire/bookings@fruitspace.co.uk |
| Hall Road Academy Hall Road Hull HU6 8PP | Comprehensive secondary school situated in the North of Hull | - | 150 | 200 | - | - | Yes | 01482 441151 contactus@hallroadacademy.org |
| Hallmark Hotel Ferriby High Road North Ferriby Hull HU14 3LG | Accessible Toilets Baby Changing Blue Badge Parking In-House AV Level Access Wheelchair Access WiFi | 50 | 200 | 96 | 80 | 50 | Yes | 01482 639102 www.hallmarkhotels.co.uk/hull hull.events2@hallmarkhotels.co.uk |
| Holiday Inn - Hull Marina Castle Street Hull HU1 2BX | Accessible Toilets Baby Changing Blue Badge Parking Hearing Loop In-House AV Level Access Wheelchair Access WiFi | 50 | 120 | 60 | 70 | 50 | Yes | 0871 942 9043 http://www.hihullmarinahotel.co.uk/venue-hire/ |
| Hull City Hall Queen Victoria Square Hull HU1 3RQ | Assistance Dogs Hearing Loop In-House AV Level Access Wheelchair Access WiFi | 160 | 1208 | 400 | 250 | | No | 01482 300 300 theatre.marketing@hcandl.co.uk www.hcandl.co.uk/hullcityhall |

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| Hull History Centre Worship Street Yorkshire Hull HU2 8BG | Accessible Information Points Accessible Toilets Assistance Dogs Baby Changing Blue-Badge Parking Hearing Loop Level Access Wheelchair Access | 24 | 90 | - | 60 | 20 | Yes | 01482 317500 hullhistorycentre@hcandl.co.uk www.hullhistorycentre.org.uk |
| Hull Maritime Museum Queen Victoria Square Hull HU1 3DX | Computer Flip charts Lectern Screen TV and DVD player WiFi | 60 | 80 | 60 | 60 | 50 | No | 01482 300300 http://www.hullcc.gov.uk/portal/page-_pageid=221,680761&_dad=portal&_schema=PORTAL |
| Hull Trinity House Academy Charlotte Street Mews Kingston upon Hull HU1 3BP | Comprehensive secondary school situated in the city centre of Hull. | - | 200 | 200 | - | - | Not on site (Pay as you go next door) | 01482) 326421 info@hthacademy.org.uk |
| Hull Truck Theatre 50 Ferensway Hull HU2 8LB | Accessible Toilets In-House AV Level Access WiFi Access | | 425 | | | | Yes (St Stephens) | 01482 323638 events@hulltruck.co.uk |
| Jubilee Central Hull 62 King Edward Street Hull HU1 3SQ | A multi-cultural church and event space in Hull City Centre. | | | | | | No | 01482 328196 https://www.notdull.org/ |
| KC Lightstream Stadium Preston Road Hull HU9 5HE | 6ft Projection Screen Equipment Hire Flipchart, Pads & Pens LCD Projector PA System / 1 Microph WiFi | 30 / 60 | 70 / 300 | 32 / 250 | - | - | Yes | 01482 716550 www.hullkr.co.uk events@hullkr.co.uk |
| KCOM Stadium West Park Hull HU3 6HU | Accessible Toilets Assistance Dogs Blue-Badge Parking In-House AV Level Access Wheelchair Access | 70 | 450 | 380 | 200 | 70 | Yes | 01482 358327 http://www.hulltigerevents.com/meet sales.events@hulltigers.com |

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| Kingswood Academy Wawne Road Hull HU7 4WR | Secondary school on the northern fringe of the Bransholme | - | 200 | 120 | - | - | Yes | 01482 879967 http://www.thekingswoodacademy.org/ |
| Mercure Grange Park Hotel Grange Park Lane Willerby HU10 6EA | Accessible Toilets Blue-Badge Parking Level Access Wheelchair Access WiFi | 80 | 550 | 300 | 250 | 120 | Yes | 0844 8159037 www.mercurehull.co.uk |
| The Deep Tower Street Hull HU1 4DP | Accessible Toilets Assistance Dogs Baby Changing Blue-Badge Parking Hearing Loop Level Access Wheelchair Access WiFi | 50 / 26 | 150 / 55 | 180/ 24 | 50 / 24 | 50 / 20 | Yes | 01482 381000 www.thedeep.co.uk/ |
| The Freedom Centre 97 Preston Road Hull HU9 3QB | Accessible Toilets Assistance Dogs Baby Changing Blue-Badge Parking Level Access Wheelchair Access | | 300 | 200 | | | Yes | 01482 710100 http://freedomcentre.info/facilities/ |
| The Guildhall Alfred Gelder Street Hull HU1 2AA 01482 300 300 | Accessible Toilets Assistance Dogs Blue-Badge Parking Changing Places Toilet Hearing Loop Level Access Wheelchair Access WiFi | 100 | 400 | 250 | - | 100 | No | 01482 300 300 info@hullcc.gov.uk www.hullcc.gov.uk/portal/page?_pageid=221.670331&_dad=portal&_schema=PORTAL |
| University of Hull Hull Campus University of Hull Cottingham Road HU6 7RX | Accessible Toilets Assistance Dogs Blue-Badge Parking Level Access Wheelchair Access | 50 | 514 | 126 | 180 | 40 | Yes | 01482 465341 http://hull.ac.uk/Work-with-us/More/Conferences-and-venue-hire/Conferences-and-meetings.aspx |
| University of Hull The Lawns Centre Cottingham | Accessible Toilets Assistance Dogs Blue-Badge Parking Level Access Wheelchair Access | 40 | 300 | 96 | 180 | 40 | Yes | 01482 465341 http://hull.ac.uk/Work-with-us/More/Conferences-and-venue-hire/Conferences-and-meetings.aspx |

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| University of Hull Middleton Hall University of Hull Cottingham Road HU6 7RX | Accessible Toilets Assistance Dogs Blue-Badge Parking Wheelchair Access | - | 400 | - | - | - | Yes | 01482 465341 http://hull.ac.uk/Work-with-us/More/Conferences-and-venue-hire/venues/Middleton-Hall.aspx |
| Victoria Dock Village Hall South Bridge Road Victoria Dock Kingston upon Hull HU9 1TL | | - | 170 | - | - | - | Yes | 01482 221854 info@vdvh.co.uk www.vdvh.co.uk |
| Victoria Dock Village Hall South Bridge Road Victoria Dock Kingston upon Hull HU9 1TL | A multi-cultural church and event space in Hull City Centre. | - | 170 | - | - | - | Yes | 01482 221854 info@vdvh.co.uk www.vdvh.co.uk |
| Hull Vineyard Church Vineyard Centre Vulcan Street Hull HU6 7PS | A multi-cultural church and event space on Clough Road, Hull. | - | 200 | - | - | - | Yes | 01482 343333 church.office@hullvineyard.com |
| Village Urban Resort Hotel Henry Boot Way Priory Park East HU4 7DY | Accessible Toilets Baby Change Blue-Badge Parking Hearing Loop In-House AV Level Access Wheelchair Access WiFi | 65 | 200 | 120 | 100 | 60 | Yes | 01482 560907 https://www.village-hotels.co.uk/hotels/hull/business/ |