

HRI Douglas Knoop Conference Centre

- As a result of recent faculty re-organisations, the HRI is now part of the Faculty of Arts and Humanities which contributes to its core funding and maintenance. As a result the lettings policy of the conference and seminar rooms has been reviewed and the following supersedes all former agreements. The purpose of the facility is defined as follows:
- To support Arts and Humanities research at PGR level and above.
- To offer a showcase environment for Arts & Humanities engagement with the wider university, the public and external institutions
- Generate income for the Faculty of Arts and Humanities

Faculty Users

- Arts & Humanities Faculty events fitting the above criteria will be able to use the premises free of charge on the following conditions:
 - A designated member of staff to accept responsibility for securing the building, switching off equipment and ensuring all catering materials are removed at the end of each event.
 - Cancellations **MUST** be notified at least 72 hours in advance of the event
 - Departments are requested to ensure these conditions are met in order to guarantee continued use of the facilities.
 - NB Room hire will be charged if funding is available
- All Arts and Humanities staff have access to the building via their swipe card. Please note evidence of relevant out of hours and fire training is required for weekend and evening events.
- Bookings can be made by
 - Email: j.p.banham@sheffield.ac.uk or hri@sheffield.ac.uk
 - Telephone 29890

Non Faculty users

- All non- Faculty users are required to pay for room hire in accordance with the HRI Business Overview Report (2009)
- **Standard internal charges for a full day or major part thereof from August 2011**
 - Conference Room £225
 - Seminar Room £200
 - Full Space £375
- The standard room layout is c 45-50 theatre-style for the Conference Room and 20-25 boardroom-style for the Seminar Room. Maximum seating capacity is 115. To arrange alternative room layouts please contact Porterling Services: central.porterling@sheffield.ac.uk